EMERGENCY MEASURES ORGANIZATION

ORGANISATION DES MESURES D'URGENCE

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Emergency Information Services Manual

Province of New Brunswick

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Design and Production by the New Brunswick Information Service

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and amendments
are available for official use from:
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Printed by Queen's Printer, P.O. Box 6000, Fredericton, N.B. E3B 5H1

ISBN 0-88838-876-4
April 1986

New Brunswick
Emergency Information Services Manual

FOREWORD

The effectiveness of an emergency public information program depends not only on the plans and guidelines developed on paper, but on the specific assignments made by name long before an emergency occurs. Its success depends on the commitment of governments at all levels to the urgent task of providing prompt and understandable information on events that may affect ... or simply worry ... residents of nearby communities and the public at large.

This Emergency Information Services Manual has been prepared as a generic guide to the concepts, structures, procedures and facilities to be implemented during an emergency in New Brunswick. The geographical location, scale and nature of an emergency will obviously determine the information resource requirement, but should not alter the concepts or procedures listed herein. Specific guidelines have been developed for unique installations or categories of emergencies.

J. O. Stith
Director (Acting)
New Brunswick Emergency
Measures Organization

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Director
New Brunswick
Information Service

Emergency Information Services Manual
Record of Amendments

No.	Date	Concerning Section(s)	Amended By	Date

Copy No._____

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PART A

1.0 Introduction

1.1 Objectives

The objective of the Emergency Information Services Plan is to ensure prompt and co-ordinated public information is provided by the Province of New Brunswick in peacetime emergencies and disasters.

1.2 Authority

This plan and specific action guidelines are issued by the director of the Emergency Measures Organization under the authority of the Emergency Measures Act (S.N.B. E-71, 1978).

1.3 Interpretation

In this plan and guidelines, *"director"* means the director and deputy director of the Emergency Measures Organization;

"disaster" means any real or anticipated occurrence such as disease, pestilence, fire, flood, tempest, explosion, enemy attack or sabotage, which endangers property, environment or health, safety or welfare of the civil population;

"emergency" means a present or imminent event in respect of which the minister or municipality, as the case may be, believes prompt co-ordination of action or regulation of persons or property must be undertaken to protect property, the environment or health, safety or welfare of the civil population;

"emergency measures plan" means any plan, program or procedure prepared by the province or municipality, as the case may be, that is intended to mitigate the effects of an emergency or disaster and to provide for the health, safety, or welfare of the civil population and the protection of property and the environment in the event of such an occurrence;

"Emergency Measures Organization" means the New Brunswick Emergency Measures Organization established under section 3 of the Emergency Measures Act;

"minister" means the minister of the Department of Municipal Affairs and Environment;

"municipality" means a city, town or village;

"state of emergency" means a state of emergency declared by the minister pursuant to subsection 11(1), or renewed pursuant to subsection 17(2) of the Emergency Measures Act;

"state of local emergency" means a state of local emergency declared by a municipality pursuant to subsection 11(2), or renewed pursuant to subsection 18(2) of the Act;

"NBEMO Plan" means the Provincial Emergency Action Plan;

"EOC" means the Provincial Emergency Operations Centre;

"EIC" means the Emergency Information Centre which consists of two separate areas - the Provincial Media Centre and the Emergency Information Services Room;

"NBIS" means the New Brunswick Information Service;

"NBEPC" means the New Brunswick Electric Power Commission;

"AECB" means the Atomic Energy Control Board;

"NBEMO Off-Site Plan" means the Point Lepreau Nuclear Generating Station Off-Site Emergency Plan.

1.4 Scope

This manual is designed to provide direction and guidance, ranging from response by a single departmental information officer to the fully co-ordinated response of NBIS, NB Translation Bureau and all departmental information officers, to a peacetime emergency or disaster. It may be implemented in whole or in part, depending upon the particular requirements of the situation. As well, this manual provides guidance to municipal authorities or facility operators with respect to their responsibilities for public information at the local level.

1.5 Organization - Part "A"

Part "A" outlines the basic Emergency Information Services plan for dealing with emergencies and disasters. It delineates the respective responsibilities of municipalities, facility operators, the province and its agencies. The plan describes the concepts of the basic response structure and emergency operations response which form the basis for emergency public information for all emergencies and disasters.

1.5 Organization - Part "B"

Part "B" delineates specific emergency action guidelines to be employed in the event of an Off-site Emergency at Point Lepreau Nuclear Generating Station.

1.6 Interfaces

The Emergency Information Services Manual is a direct correlate of The NBEMO Provincial Emergency Action Plan. Other documents which interface specifically with Part "B" are: The Off-site Emergency Plan (Volume One, section "M" and Volume Two, tab "G"), The Federal Nuclear Emergency Response Plan and The NBEMO — Maine Civil Emergency Preparedness Plan.

1.7 Compliance

The Emergency Information Services Manual complies with the spirit of The New Brunswick Right to Information Act (S.N.B. R10.3, 1980).

1.8 Plan Review Amendment

The Emergency Information Services Manual will be reviewed at least twice a year to ensure all information is up to date. Individual co-ordinators are responsible to report any change in information necessary for the successful deployment of resources at the time of an emergency.

2.0 Basic Concepts in Emergency Information Response

2.1 Provincial Emergency Response Organization

In the first instance, dealing with an emergency is the responsibility of the local authority or facility operator affected. When the capacity of the local authority or facility operator to deal with the emergency is exceeded, or is likely to be exceeded, a second level of response is activated by the local authority and involves support being provided from adjoining or neighbouring municipalities through formal or informal arrangements. When these two combined levels of response are exceeded or are likely to be exceeded, the local authority or facility operator may request a third level of response which is made available by the provincial government through its departments and agencies. It is also at this level that federal support and assistance can be arranged by the provincial authorities. The provincial emergency response organization is shown in Figure 1 on page 4 .

2.2 Responsibility for Control and Conduct

Regardless of the level of response and support, responsibility for the control and conduct of the municipal or facility emergency operation rests with the local authority and/or facility operator. Either the local authority or the facility operator may be advised and assisted by representatives of the involved provincial departments and agencies in order to provide a co-ordinated local/provincial response.

2.3 Three Phases of Operations

Emergency public information operations will fall within the three phases which commonly constitute an emergency: the initial phase, the emergency phase, and the recovery phase. The *initial phase* consists of the actual time of the incident and the urgent, immediate actions taken to counter and contain the effects of the incident. This includes alerting the public, local authorities, and provincial authorities. The *emergency phase* covers the several hours or days during which the emergency is brought under control. The *recovery phase* or clean-up period of the occurrence is the return to normalilty of the hazard and the affected communities. Public information needs, which vary throughout these phases, are frequently under-estimated during the recovery or clean-up period.

2.4 Consistency

The public information policies and general procedures should be consistent for all emergencies within provincial jurisdiction, including emergencies of a facility or municipal nature. The *prime difference* between a facility or local emergency *should be the degree rather than the pattern of response* in public information.

2.5 Single Focus

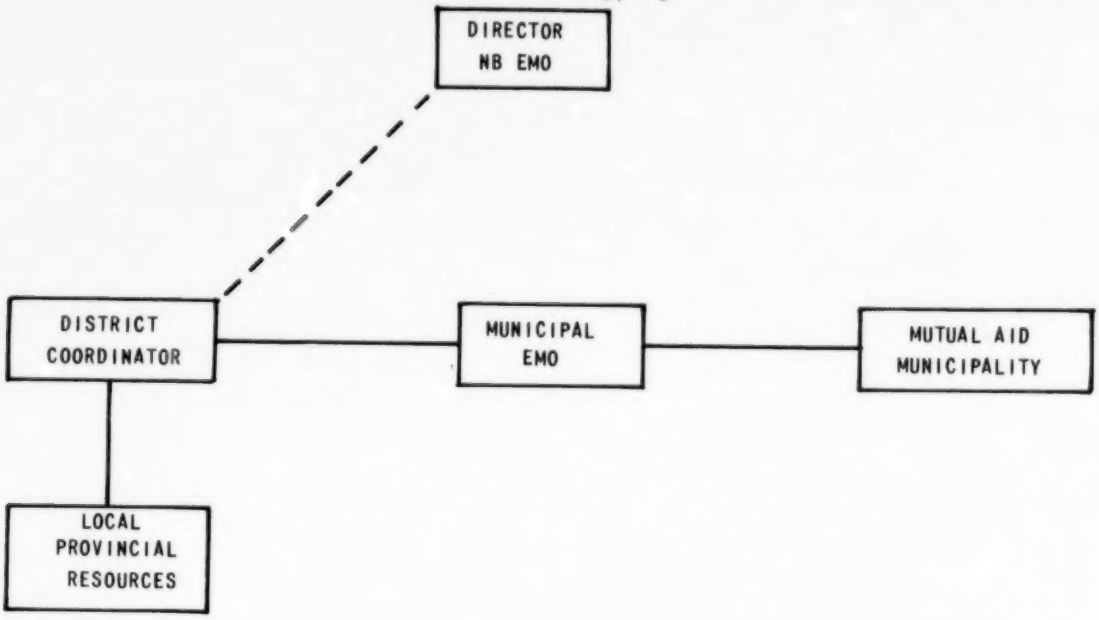
The principal information requirement is a steady flow of accurate, reliable information both internally and externally. Facts must be presented promptly, straight-forwardly, and in the context of the total significance of the event.

To facilitate this, every effort should be made to have a single focus of information by effective co-ordination among local, provincial and federal information agencies.

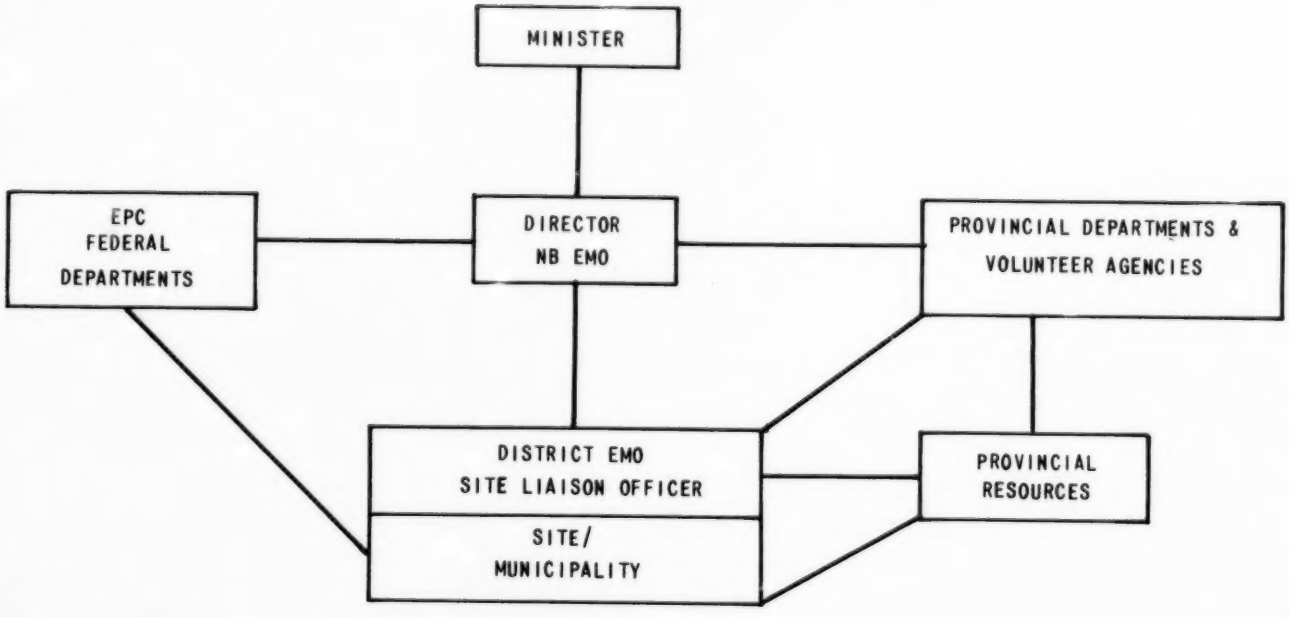
FIGURE I

PROVINCIAL EMERGENCY RESPONSE ORGANIZATIONAL STRUCTURE

Site or Local Emergency



Medium/Maximum



3.0 Responsibilities and Structure

3.1 Performance of Emergency Services

Public information agents/agencies who could perform emergency service will consist of, but not be limited to: Facility (and headquarters) information officers; Municipal or district information officers; Emergency Measures Organization information staff; the New Brunswick Information Service; Department information officers; and Federal information officers.

3.2 Key Functions

Although the obligations of individual information agencies will vary depending upon the legal/moral responsibilities of their parent organizations and the magnitude of an emergency, the key functions (outlined in Figure 2 on page 6) of an emergency public information office are consistent for most types and sizes of emergencies. Only the relative emphasis on these functions and individual or collective resource requirements will change.

3.3 General Structure

When only limited provincial involvement in an emergency is indicated, the day-to-day response structure of the government and its departments will normally be adequate to meet the needs of the provincial response to a local or site emergency. When substantial provincial involvement is indicated, part or all of the emergency information response structure may be activated to co-ordinate or direct the provincial information response and/or support the municipal emergency information response.

It is emphasized the *the structure is flexible and that elements may be combined or merged to cater to the specific needs of a particular emergency.* The basic emergency public information response structures for a "minimum" and a "medium/maximum" emergency are shown in Figures 3 and 4 (pages 7 and 8) respectively.

3.4 Minister, Municipal Affairs and Environment

The minister, responsible for the administration of the Emergency Measures Act and the co-ordination of emergency plans within the province, approves public information programs related to the prevention and mitigation of damage by disaster. When a state of emergency has been declared, pursuant to the Emergency Measures Act, the minister shall immediately cause the details of the delcaration of emergency to be communicated to the civil population of the area affected. The minister shall be the principal Executive Council spokesman in a provincial emergency.

3.5 Head, Provincial Emergency Action Committee

As head of the PEAC, the director of the New Brunswick Emergency Measures Organization may be designated as the principal spokesman for the Emergency Measures Organization in a disaster.

The director has executive responsibility for the Emergency Information Services Team which may range in size from a single information officer to the composite staff of the New Brunswick Information Service (NBIS), the New Brunswick Translation Bureau and departmental information offices.

3.6 Director Emergency Information Services

As the information representative on the PEAC, the director of Emergency Information Services has dual accountability to the PEAC and for the line direction of the Emergency Information Services Team. An emergency of "medium" or "maximum" scale would require co-ordinators or associate managers to orchestrate the composite information team and the more complex liaison with external information agencies and international media.

3.7 Public Affairs Member PEAC

In complex and/or large scale emergencies, the director of the PEAC Group may appoint a public affairs member with specific technological and information expertise to advise PEAC on the release of information to the media and to insure effective delivery of advice to the public.

3.8 Emergency Information Services

A "minimum" scale provincial emergency could require services consisting of the Provincial Emergency Information Centre (EIC), a Site or Local Information Office as well as the director of Emergency Information Services. In a "medium" or "maximum" scale emergency these functions would be augmented by a translation/interpretation unit, public inquiries unit, audio-visual specialist, government employee information service, rumour control/media monitoring services and an administrative services group.

FIGURE 2

EMERGENCY PUBLIC INFORMATION RESPONSE ACCORDING TO LEVEL OF EMERGENCY

KEY FUNCTIONS OF AN EMERGENCY PUBLIC INFORMATION RESPONSE

1. Planning, training and periodic exercises;
2. Advising the emergency management organization(s) on public information;
3. Notifying public and elected, appointed officials promptly in an emergency;
4. Arranging news announcements, news conferences;
5. Answering public and media inquiries; and
6. Monitoring mass media and correcting rumours.

A. NORMATIVE CONDITIONS

- Key functions are oriented to planning, training and exercises.

CONSULTATIVE LIAISON

- **LOCAL INFORMATION AGENT(S)**
- **NB EMO INFORMATION OFFICER**
- **NB INFORMATION SERVICE**

B. SITE/LOCAL EMERGENCY

(Minor)

- Emergency public information required from facility or local authority (i.e., municipality or District Emergency Action Committee).

KEY FUNCTIONS PERFORMED BY

SITE/LOCAL INFORMATION OFFICE

- In circumstances where provincial emergency management authorities are placed on stand-by, provincial emergency information staff will be available in an advisory capacity to NB EMO and/or the local information office.

C. PROVINCIAL EMERGENCY

(Minimum, Medium, Maximum)

- PEAC exercises control and direction; delegates key public information functions to provincial emergency information staff.

KEY FUNCTIONS PERFORMED BY

PROVINCIAL EMERGENCY INFORMATION TEAM

- Extent to which provincial resources are deployed contingent upon projected level of interest in the emergency. A continuum of minimum/medium/maximum determines which of the previously developed facilities will be used. The Provincial Emergency Information Team oversees the operation of satellite information offices.

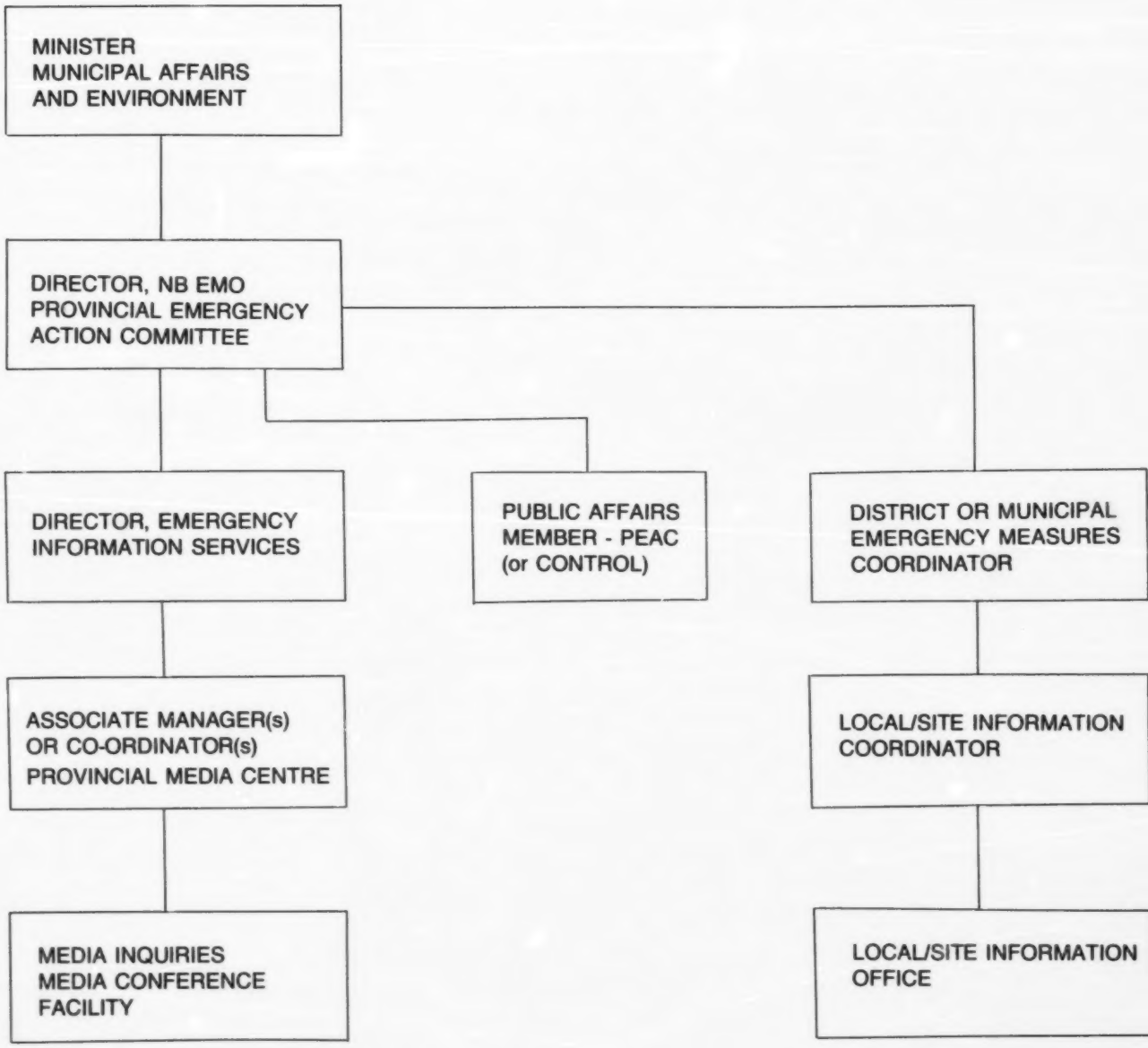
D. EMERGENCY TERMINATION — FUNCTIONAL BURDEN REVERTS TO SITE/LOCAL INFORMATION AGENTS

FIGURE 3

EMERGENCY INFORMATION RESPONSE -

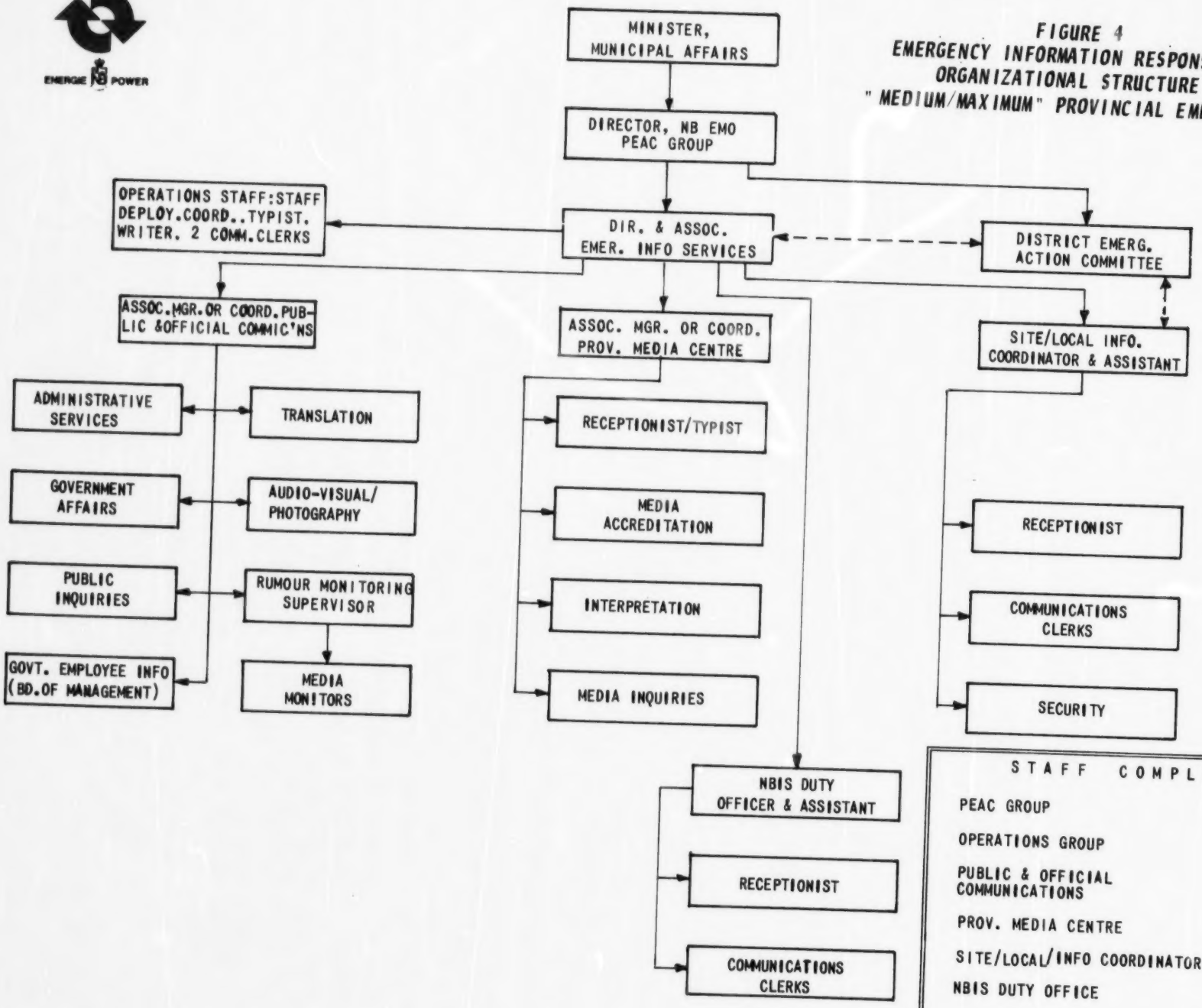
ORGANIZATIONAL STRUCTURE

"MINIMUM" PROVINCIAL EMERGENCY



ENERGIE NB POWER

FIGURE 4
EMERGENCY INFORMATION RESPONSE - ORGANIZATIONAL STRUCTURE
"MEDIUM/MAXIMUM" PROVINCIAL EMERGENCY



STAFF COMPLEMENT	
PEAC GROUP	2
OPERATIONS GROUP	5
PUBLIC & OFFICIAL COMMUNICATIONS	26
PROV. MEDIA CENTRE	12
SITE/LOCAL/INFO COORDINATOR	9
NBIS DUTY OFFICE	5
	59

4.0 Emergency Information Procedures

4.1 Normative Conditions

During normative conditions, the information team will engage in planning, training and exercises, both in conjunction with emergency operations personnel and on an independent basis. The scale of exercises will vary from drills for specific work units to table-top exercises to full-scale simulations with actual news media and the public.

4.2 General Emergency Conditions

It is important that municipalities and departments notify EMO at the outset of an emergency so as to permit the timely alerting of other departments and organizations and allow for essential preparatory action. Likewise, the basis for providing effective emergency information is prompt and co-ordinated action by provincial departments and, when necessary, by any of the elements of the provincial emergency public information structure in accordance with these procedures and guidelines.

4.3 Site/Local Emergency

In the event of a site/local emergency, local authorities are responsible to inform EMO of the condition at the earliest possible moment. EMO will then inform the PEAC representative(s) of the department(s) likely to be involved.

4.4 Notification Through Departmental Field Staff

A department receiving the initial notification through its field staff will inform EMO, who will then inform the PEAC representative(s) of the department(s) likely to be involved.

4.5 Co-ordination and Information Service

The Emergency Information Service is intended to serve, as are the Provincial Service Emergency Action Committee and the Emergency Operations Centre, any PEAC member or N.B. government department in crisis. This includes the full resources of district emergency action centres. The service also provides consulting, co-ordination and information functions to municipal, federal or private sector agencies confronted with a public safety contingency within New Brunswick.

4.6 PEAC Intervention

In those instances where the nature and/or magnitude of the emergency exceeds the resources of the municipality, PEAC may be required to assume responsibility for control and direction. Upon notification of these conditions and/or of an emergency reaching/potentially reaching provincial emergency status, the director of NB EMO and the PEAC representative(s) of the department(s) involved will take appropriate action to inform their respective agencies.

4.7 Departmental Response

Depending on their responsibilities in an emergency, departments will advise or assist in accordance with their departmental emergency plans and procedures. When several departments are involved, co-ordination of the response will be provided by EMO.

4.8 Activation of Emergency Information

When the Emergency Information Centre is activated, departmental responses will be co-ordinated by the director of Emergency Information Services.

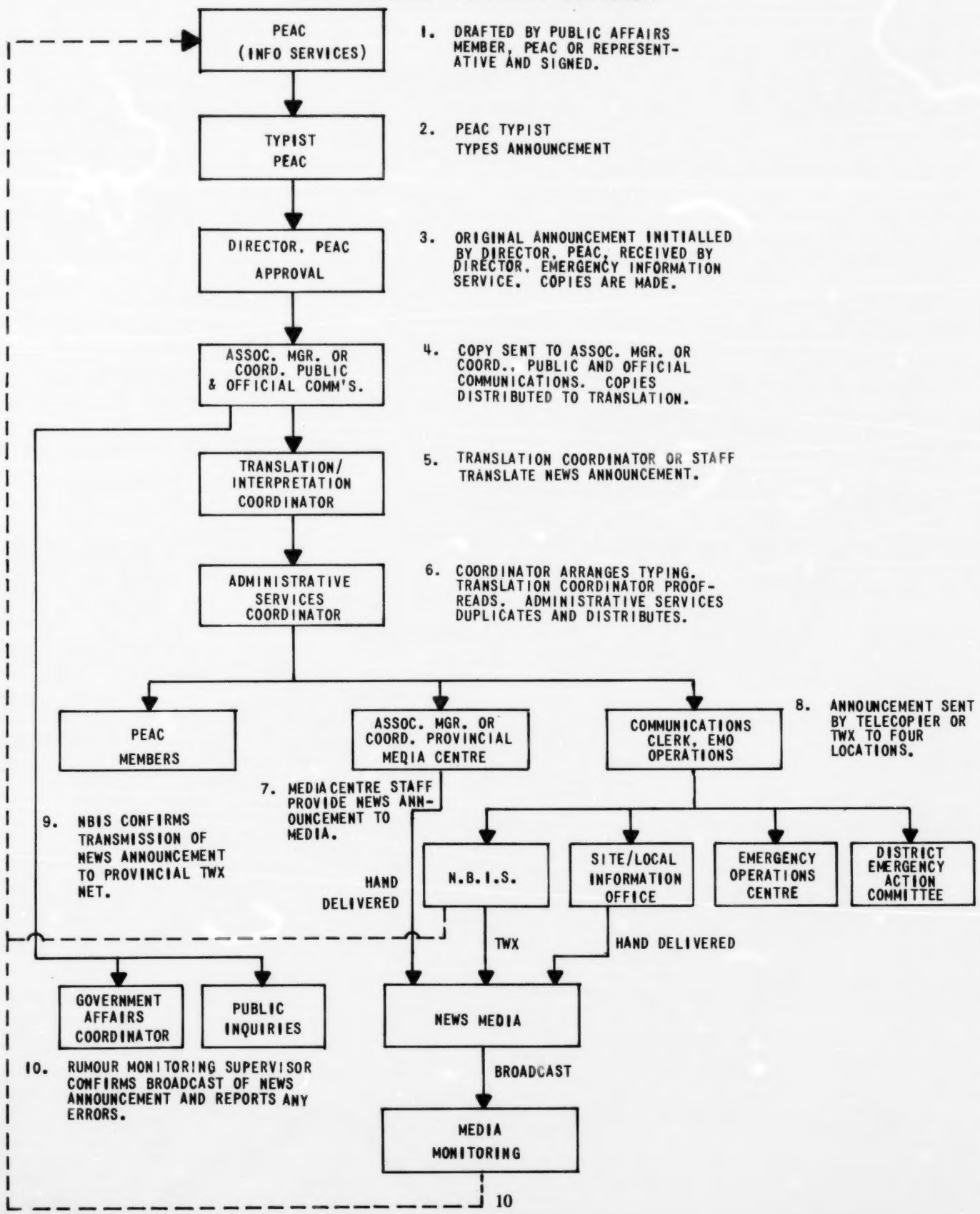
The *flow of information releases* in a "medium" or "maximum" emergency *is depicted in Figure 5* on page 10. An announcement is normally prepared by the public affairs member of PEAC and cannot leave the PEAC area until it has been approved by the PEAC director. The director of Emergency Information Services is then responsible to see the announcement through translation, typing and transmission. NBIS will inform the director when transmission of a news announcement on the provincial news wire has taken place.

The rumour monitoring supervisor will notify the public affairs member as actual announcements are broadcast; any errors in broadcasts will be reported.

4.9 Public Statements

All public statements by the official spokesman or delegate must be recorded, and made available to the media as quickly as possible.

FIGURE 5
FLOW OF NEWS ANNOUNCEMENTS
("MEDIUM/MAXIMUM" PROVINCIAL EMERGENCY)


PEAC (INFO SERVICES)
1. DRAFTED BY PUBLIC AFFAIRS MEMBER, PEAC OR REPRESENTATIVE AND SIGNED.
TYPIST PEAC
2. PEAC TYPIST TYPES ANNOUNCEMENT
DIRECTOR, PEAC APPROVAL
3. ORIGINAL ANNOUNCEMENT INITIALLED BY DIRECTOR, PEAC, RECEIVED BY DIRECTOR, EMERGENCY INFORMATION SERVICE. COPIES ARE MADE.
ASSOC. MGR. OR COORD. PUBLIC & OFFICIAL COMM'S.
4. COPY SENT TO ASSOC. MGR. OR COORD., PUBLIC AND OFFICIAL COMMUNICATIONS. COPIES DISTRIBUTED TO TRANSLATION.
TRANSLATION/ INTERPRETATION COORDINATOR
5. TRANSLATION COORDINATOR OR STAFF TRANSLATE NEWS ANNOUNCEMENT.
ADMINISTRATIVE SERVICES COORDINATOR
6. COORDINATOR ARRANGES TYPING. TRANSLATION COORDINATOR PROOF-READS. ADMINISTRATIVE SERVICES DUPLICATES AND DISTRIBUTES.
PEAC MEMBERS
ASSOC. MGR. OR COORD. PROVINCIAL MEDIA CENTRE
COMMUNICATIONS CLERK, EMO OPERATIONS
8. ANNOUNCEMENT SENT BY TELECOPIER OR TWX TO FOUR LOCATIONS.
7. MEDIA CENTRE STAFF PROVIDE NEWS ANNOUNCEMENT TO MEDIA.
9. NBIS CONFIRMS TRANSMISSION OF NEWS ANNOUNCEMENT TO PROVINCIAL TWX NET.
HAND DELIVERED
N.B.I.S.
SITE/LOCAL INFORMATION OFFICE
EMERGENCY OPERATIONS CENTRE
DISTRICT EMERGENCY ACTION COMMITTEE
TWX
HAND DELIVERED
GOVERNMENT AFFAIRS COORDINATOR
PUBLIC INQUIRIES
NEWS MEDIA
10. RUMOUR MONITORING SUPERVISOR CONFIRMS BROADCAST OF NEWS ANNOUNCEMENT AND REPORTS ANY ERRORS.
BROADCAST
MEDIA MONITORING
10

4.10 Emergency Information Structure

When it appears the provincial emergency response may be substantial and sustained, the NB EMO director/deputy director may authorize the activation of any or all elements of the Emergency Information Services structure. Joint meetings of the Emergency Response Teams may be conducted in order to facilitate or speed up the decision-making process. At any time before or during an emergency, the director of Emergency Information Services may assemble the Emergency Information Services Team to review plans, evaluate the emergency or potential emergency, and take appropriate action.

4.11 On-Site Procedures

EMO officials will act as liaison officers to local authorities and facilitate the municipal emergency information response. When further assistance is required, field staff will be provided on-site, whose activity will be co-ordinated by the site/local information co-ordinator.

4.12 Termination of Operations

Emergency public information procedures will continue until provincial assistance is no longer required, and the emergency operation is terminated by the minister of Municipal Affairs or his designated representative. Staff resources no longer required may be withdrawn on a planned and co-ordinated basis. Information services during the recovery phase will be delivered by the Local/Site Information Office under the supervision of a senior information officer.

4.13 Post-Emergency Evaluation

A critique to evaluate the effectiveness of the emergency information response will be conducted within 14 days of the termination of the emergency. The proceedings will be conducted by EMO and will be attended by the Emergency Information Services personnel involved in the emergency.

5.0 Emergency Information Services Staff Responsibilities

5.1 General

The individual staff responsibilities listed in this section are intended to represent a range of functions employed in responding to an emergency. A *"minimum"* emergency, as stated earlier, would require limited staff resources. An emergency which has reached the *"medium"* or *"maximum"* scale, would necessitate the deployment of a composite or an augmented Emergency Information Services Team. The decision whether to deploy staff resources (in whole or in part) will be made by the head of the PEAC, the director of Emergency Information Services and the public affairs member upon consultation.

5.2 Information Co-ordinators

Twenty-two emergency information services functions are identified in this section. Role descriptions have been kept to minimal detail, allowing for flexibility as emergency circumstances dictate. Figure 6 on page 13 outlines the titles, initial reporting locations, supervisory relationships and work locations.

5.3 Support Staff

Each information co-ordinator will be assisted by support staff. In this instance, support staff is defined as those individuals who assist co-ordinators in any capacity. It is **not** limited to clerical support. A complete list of emergency information co-ordinators and support staff can be found in Appendix A.

5.4 Logs/Reports

Those co-ordinators and staff involved in notification procedures, either internally or externally, are required to maintain and retain a log of events (see Figure 7 on page 15). Media monitors must also note the times, stations and nature of broadcasts using the media monitoring log forms (not shown). Individuals involved in the transmission/receipt of telecopied news announcements are to keep a record of the time announcements were sent/received.

5.5 Registration/Accreditation

Entrance/accreditation desks will be maintained at the Provincial Media Centre and (if warranted) at the Local/Site Information Office. Individuals will be registered on one of three log forms: *Officials, Visitors,* or *Media* (see Figure 8 on page 16). All forms are retained for record purposes.

5.6 Emergency Purchase of Materials and Supplies

In the pre-emergency stage and in any emergency in which the EOC is not activated, the purchase of materials and supplies will be made by the information agency(ies) in accordance with normal departmental procedures. In an emergency in which the EOC and the Emergency Information Services are activated, materials/services will continue to be provided by the information agency(ies) through their own supply systems, unless the material and/or supplies are not available. The information agency will then utilize the special emergency purchasing facilities and procedures established for the EOC by the NB EMO Administration.

These are described in annexes to the PEAC Plan.

SPECIFIC STAFF DUTIES

5.7 Director of Emergency Information Services

—sits as a member of PEAC; liases with facilities and the public affairs member (PEAC) as required;

—advises the head of PEAC on the management of the Emergency Information Service;

—has management authority over all emergency information services staff;

—may appoint associate managers or co-ordinators to assist in operation;

—notifies premier.

5.8 Public Affairs Member, PEAC or Control

—sits as a member of PEAC; liases with the director of the Emergency Information Service and directs his/her departmental public affairs effort as required;

—advises the head of PEAC as to timing, content, production and release of information to the media;

—receives confirmation of news announcement broadcasts or publication;

—monitors the effective delivery of information to the public.

FIGURE 6

EMERGENCY INFORMATION SERVICES CO-ORDINATORS

Role Title	Reference	Upon Notification Proceeds To	Reports To	Performs Functions At
Director Emergency Info Services	5.7 (p.12)	EOC	Head, PEAC	EOC
Public Affairs Member PEAC	5.8 (p.12)	EOC	Head, PEAC	EOC
Associate Manager or or Co-ordinator Provincial Media Centre	5.9 (p.17)	EOC	Director EIS	Media Centre
Associate Manager or Co-ordinator Public and Official Communications	5.10 (p. 17)	EOC	Director EIS	EIS Room
Site/Local Information Co-ordinator	5.11 (p.17)	Site Info. Office	Director EIS	Site Info. Office
Writer/Editor	5.12 (p.17)	EOC	Director EIS	EOC
NBIS Duty Officer	5.13 (p.17)	NBIS	Associate Manager P & OC	NBIS
Translation/ Intrepretation Co-ordinator	5.14 (p.17)	EIC	Assoc. Manger P & OC (trans.) Associate Manager PMC (intrp.)	Media Centre/ EIS Room
Technical Briefers Co-ordinator	5.15 (p.17)	EIC	Public Affairs Member (PEAC)	Media Centre

FIGURE 6 (cont'd)

Role Title	Reference	Upon Notification Proceeds To	Reports To	Performs Functions At
Public Inquiries Co-ordinator	5.16 (p.17)	EIC	Associate Manager P & OC	EIS Room
Government Affairs Co-ordinator	5.17 (p.17)	EIC	Associate Manager P & OC	EIS Room
Audio-Visual/ Photography Co-ordinator	5.18 (p.18)	EIC	Associate Manager P & OC	EIS Room/Site
Rumour Monitoring Supervisor	5.19 (p.18)	EIC	Associate Manager P & OC	EIS/Room
Administrative Services Co-ordinator	5.20 (p.18)	EOC	Director EIS	All Locations
Staff Deployment Co-ordinator	5.21 (p.18)	EOC	Director EIS	EOC/EIC
Government Employee Information Co-ordinator	5.22 (p.18)	EIC	Associate Manager P & OC	EIS Room

FIGURE 7
NOTIFICATION LOGS

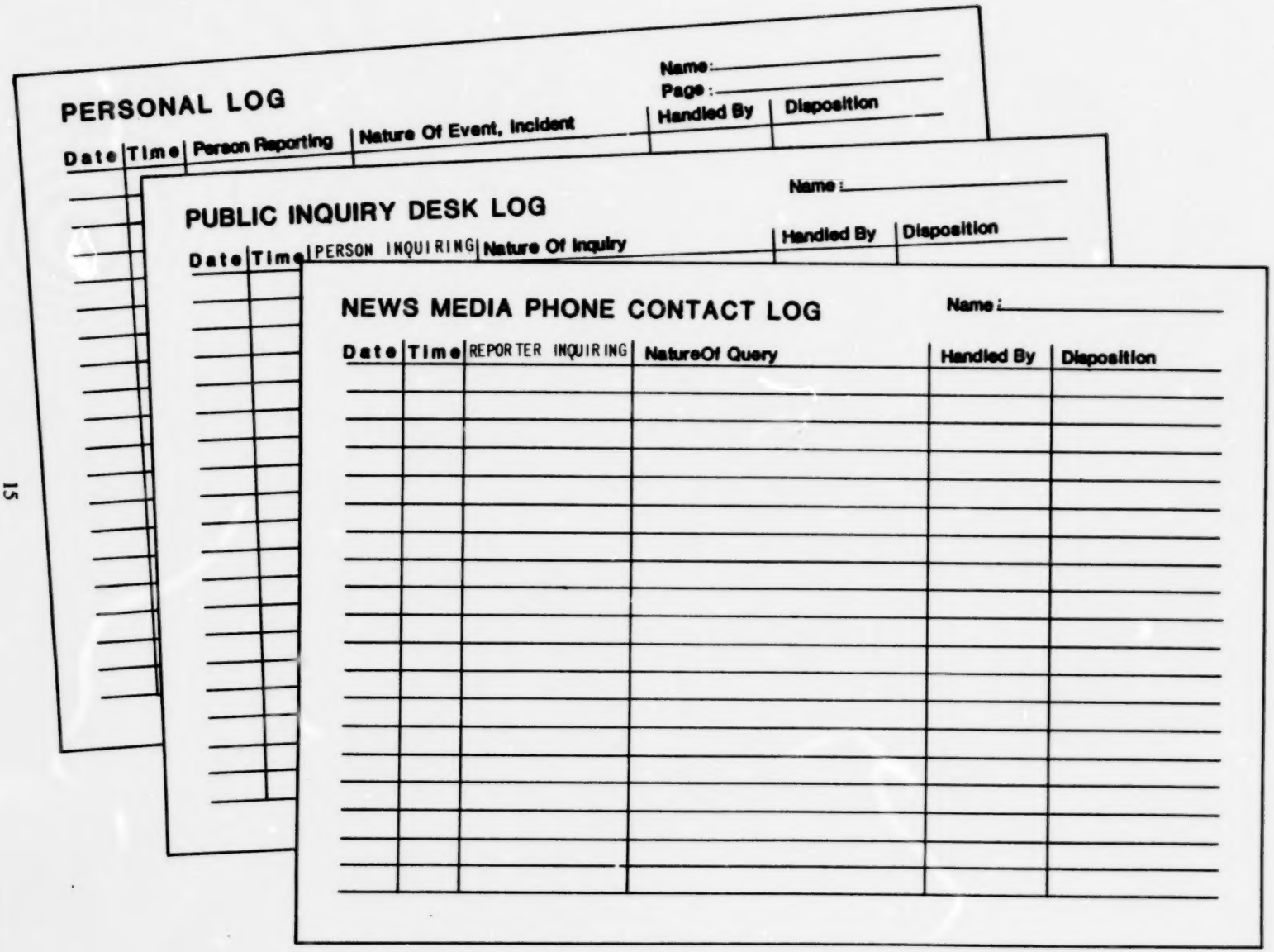


FIGURE 8
REGISTRATION LOGS

5.9 Associate Manager of Provincial Media Centre (co-ordinator in small emergencies)

—maintains provincial media centre with responsibility for staffing, security, maintenance of equipment, media accreditation, signage;

—provides news announcements (transcripts) to media;

—may appoint a co-ordinator to assist in operations.

5.10 Associate Manager of Public and Official Communications (co-ordinator in small emergencies)

—receives approved news announcements from the director of Emergency Information Services and arranges for translation, typing and transmission;

—furnishes information updates to the district emergency measures co-ordinator and the site/local information co-ordinator (in some instances, these two functions may be performed by the same individual);

—receives confirmation from NBIS as to the timing of releases.

—receives confirmation from the rumour monitoring supervisor that announcements have been broadcast. Any errors or inconsistencies in news broadcasts are reported;

—supplies information to the public inquiries co-ordinator, government affairs co-ordinator and the government employee information co-ordinator for release to their respective audiences (co-incident with release to the media).

—may appoint a co-ordinator to assist in operations.

5.11 Site/Local Information Co-ordinator

—establishes the site/local information office and informs the director of Emergency Information Services when that facility is operational;

—ensures all telecommunications links are operational;

—ensures the office functions only as a repeater station;

—provides information during the recovery phase of operations.

5.12 Writer/Editor

—serves as a writer for the PEAC; organizes material in an acceptable format for release to the media;

5.13 NBIS Duty Officer

—establishes wire services at NBIS facilities;

—releases information announcements from the Emergency Information Centre by wire to broadcasting stations.

5.14 Translation/Intrepretation Co-ordinator

—supplies personnel to assist in the translation of public service or news announcements;

—supplies interpreters for assignments as required - local/site as well as the Provincial Media Centre facilities.

5.15 Technical Briefers Co-ordinator

—in complex emergencies (i.e. health, environment, nuclear) assists media centre staff in acquisition of technically competent briefers;

—assists in development of multi-media material for news media and public;

—identifies special briefing requirements for PEAC group members, departmental staff, elected or appointed officials.

5.16 Public Inquiries Co-ordinator

—establishes public inquiry services;

—maintains a record or log of all calls received (nature of call, response given, who received the call).

5.17 Government Affairs Co-ordinator

—establishes government and community liaison services. (See Appendix B, Part A for Directory);

—gives initial notification and furnishes updates to the following individuals (where warranted):

a) MLAs and MPs representing the region;

b) Mayors of the surrounding communities and municipalities;

c) EMO officials in NS, PEI;

d) Public information officer for Maine Civil Emergency Preparedness;

e) Health and Welfare Canada, and

f) Emergency Social Services Centres.

5.18 Audio-Visual/Photography Co-ordinator

—assigns photographers to emergency area (circumstances permitting) and aids media filming.

—provides personnel to videotape all media conferences, interviews and other assignments as required.

—essentially provides a photo documentary of the emergency period.

5.19 Rumour Monitoring Supervisor

—supervises staff monitoring and recording announcements or newscasts from radio and television stations in New Brunswick. Monitors will record time, date, subject, and origin of broadcasts in log form.

—informs associate manager or co-ordinator of public and official communications when news announcements have been broadcast by the media.

5.20 Administrative Services Co-ordinator

—arranges transcription services for all official statements from recording and preparation for copying. One typist is to be assigned to the PEAC.

—provides copying services for news announcements, transcripts and other materials as required.

—operates and maintains telecommunications equipment at each facility; supervises communications clerks.

—assists in the set-up and functioning of the EIC.

5.21 Staff Deployment Co-ordinator

—has principal planning and training responsibility.

—ensures the adequacy and equipment of facilities.

—ensures the provision and orientation of support personnel on a shift basis.

—contacts support personnel and specialist staff from other jurisdictions as required.

—provides for the equipment, supplies and meals for emergency information services and support staff as well as accommodations for out of town staff.

5.22 Government Employee Information Co-ordinator

—establishes services at EOC.

—arranges for periodic departmental briefings.

—supplies information (co-incident with release to the media) to provincial government departments.

—ensures that families of emergency workers and bargaining agents are apprised of workers' well-being and the status of the emergency.

6.0 Facilities and Communications

6.1 Site/Local Emergency

In the case of a site/local emergency, media conferences and official statements will originate from the site/local information office.

6.2 Provincial Emergency

In the event of a provincial emergency, the Emergency Information Centre will serve as the location for all media conferences and interviews with official spokesmen. Official statements and comments will **originate** from the Emergency Information Centre while a Site/Local Information Office will act as a **repeater station.** Any information released at the Emergency Information Centre will be simultaneously released at the Site/Local Information Office.

6.3 Emergency Information Centre

An area adjacent to EMO Headquarters, Fredericton (located on the ground floor of the Victoria Health Centre, 65 Brunswick Street) will be used as the Emergency Information Centre. Figure 9 on page 20 shows the general location of the Emergency Information Centre as well as the Emergency Operations Centre.

The Emergency Information Centre consists of two separate areas: the Provincial Media Centre and the Emergency Information Services Room. The planned work locations for the Emergency Information Services Team are depicted in Figures 10-12 on pages 21 to 23.

6.4 Relocation of Emergency Information Centre

If the head of PEAC and the director of Emergency Information Services decide additional facilities are required, the Emergency Information Centre will be relocated to the Playhouse on Queen Street, Fredericton. The Playhouse, capable of accommodating up to 700 people, can be converted within a reasonable time to serve as the central location for all media conferences and interviews.

A layout of the facility is represented in Figure 13 on page 24 Technical information can be found in Figure 14 on page 25.

6.5 Other Offices and Facilities

The New Brunswick Information Service office may be used for creative writing and editorial purposes, but all media and/or public contact personnel will be **primarily** located at the Emergency Information Centre. Other government information offices and/or private enterprise facilities will be used as warranted.

6.6 Operational Linkages

Operational communications linkages are the joint responsibility of NBEMO and the various PEAC group agencies. Their prime purpose is to convey operational advice, information or commands between the Emergency Operations Centre and field locations. In the event Emergency Information Services staff linkages fail, operational communications linkages could be used for staff purposes.

6.7 Emergency Information Linkages

Emergency Information Services staff linkages will connect the Emergency Operations Centre, NBIS, the Emergency Information Centre and the Site/Local Information Office.

The features of **redundancy** and **diversification** are available through facsimile transfer, wire services, telephone, data terminals and electronic coupling.

Telephone/telecopier numbers for the Emergency Operations Centre, the Emergency Information Centre and the Emergency Information Services Room have been arranged in advance (emergency key sets are in storage) and are noted in Figures 10-12. Figure 15 on page 26 details the communications and the electrical circuits for the Emergency Operations Centre, the Emergency Information Centre and the Emergency Information Services Room.

6.8 In-house Circuits

Note that four electronic circuits distribute in-house sound and visual signals: (1) public address, (2) radio frequency monitoring of press conferences, (3) closed circuit broadcast loop from Ops (6 each of audio and video signals) and (4) eight cablevision feeds (input). This does not include the FM radio antenna and feeds to receiver/monitors.

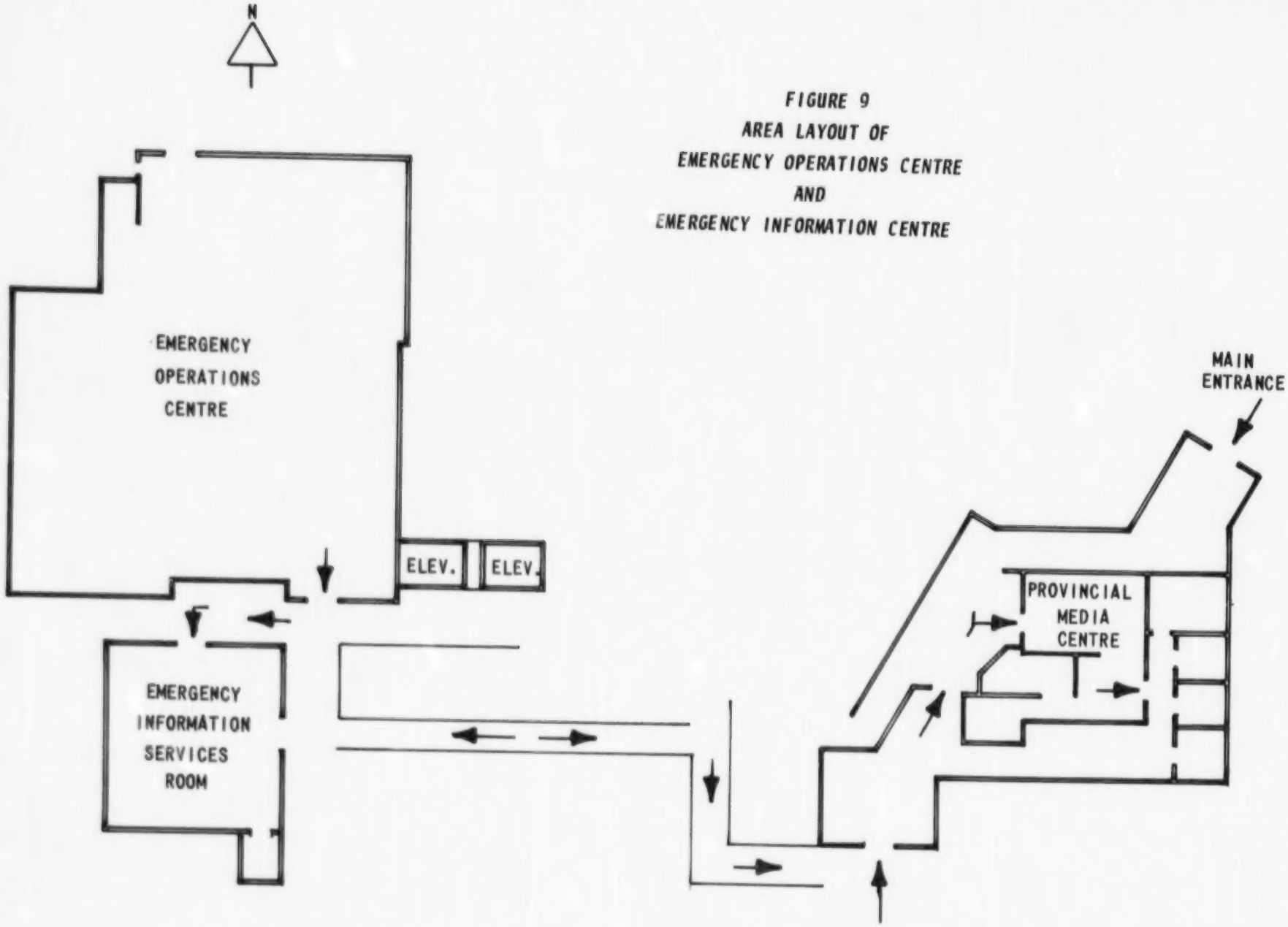
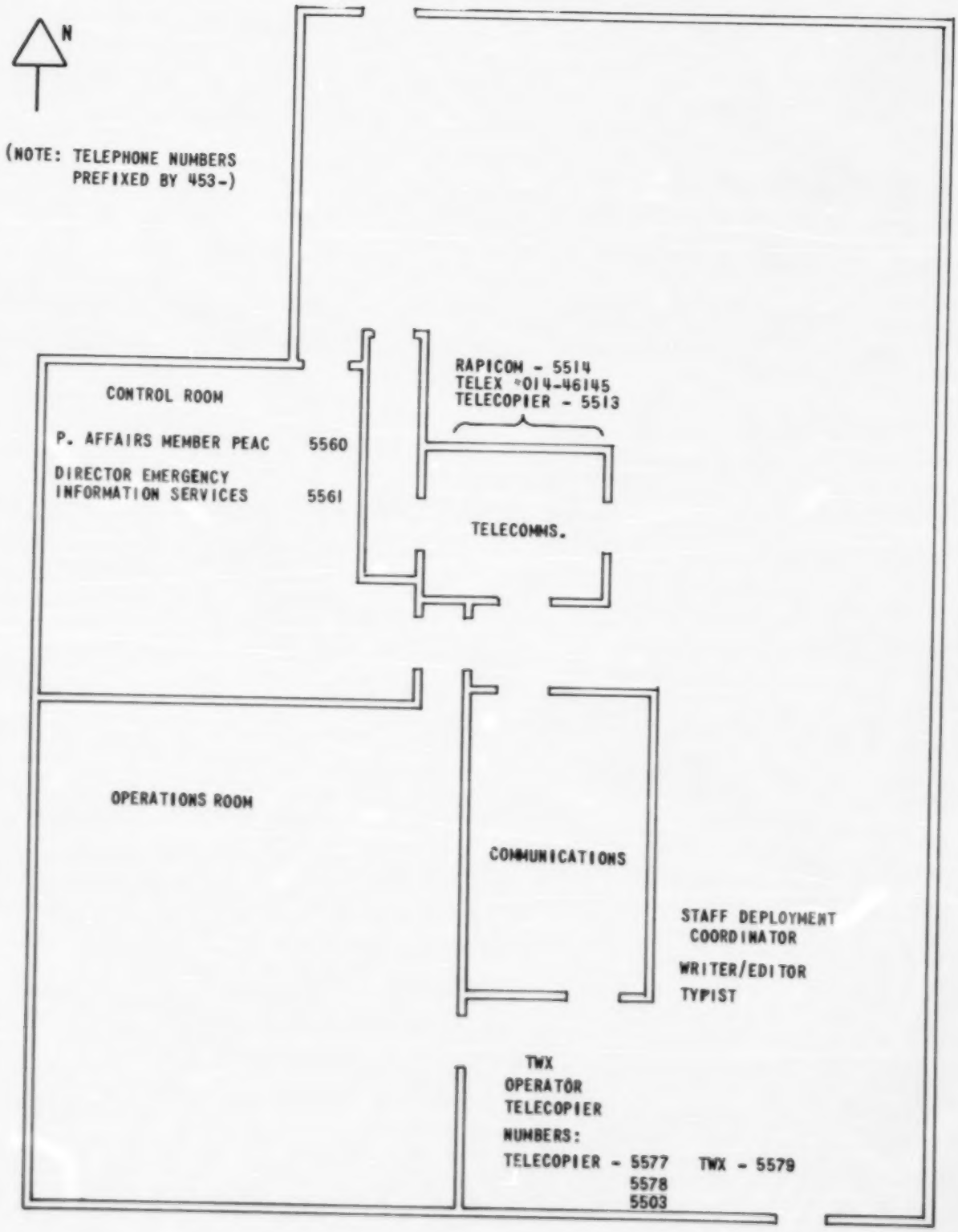


FIGURE 9
AREA LAYOUT OF
EMERGENCY OPERATIONS CENTRE
AND
EMERGENCY INFORMATION CENTRE

FIGURE 10

EMERGENCY OPERATIONS CENTRE

CONTROL AND OPERATIONS ROOMS



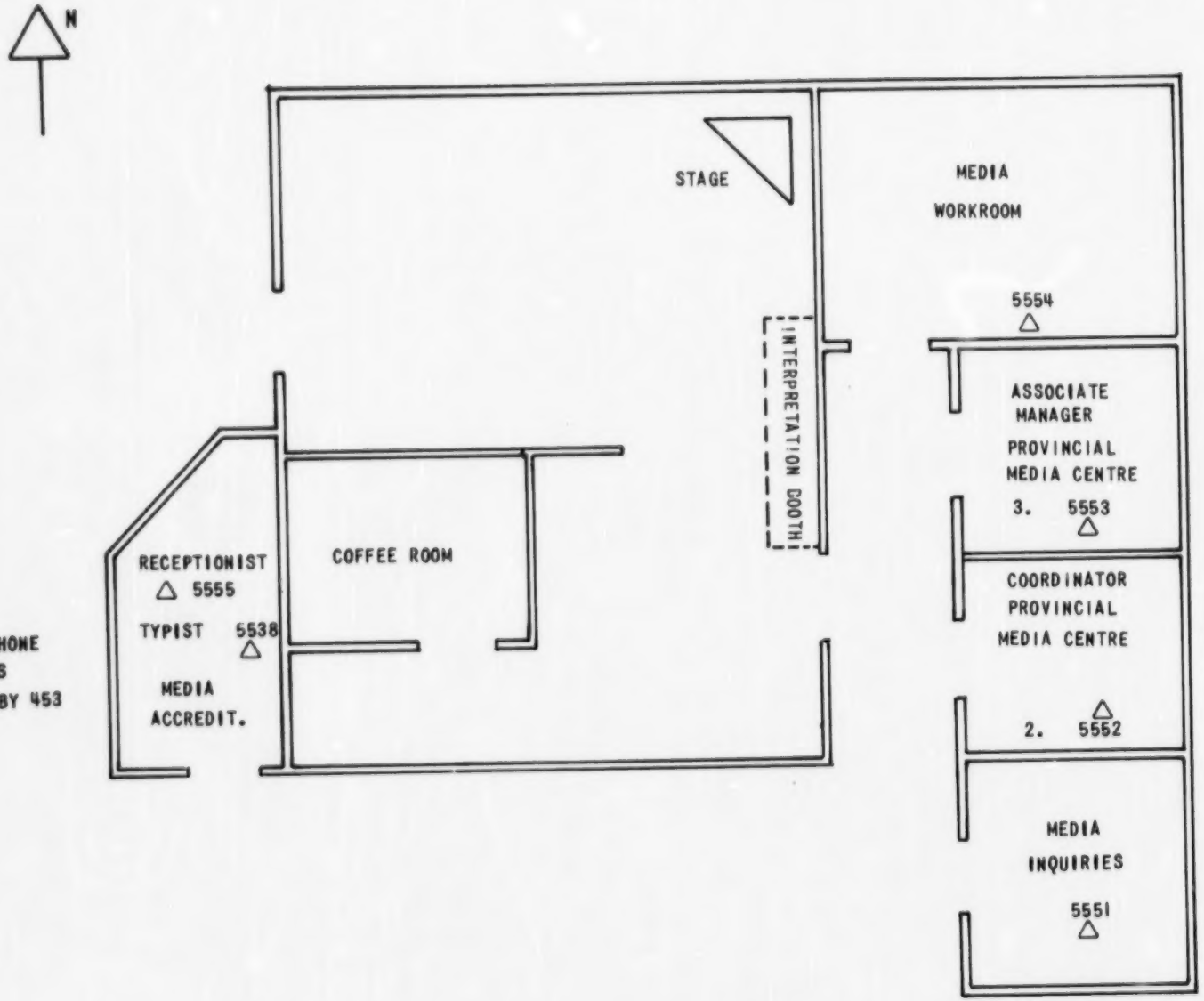


FIGURE 11
LAYOUT OF PROVINCIAL MEDIA CENTRE

ALL TELEPHONE
EXTENSIONS
PREFIXED BY 453

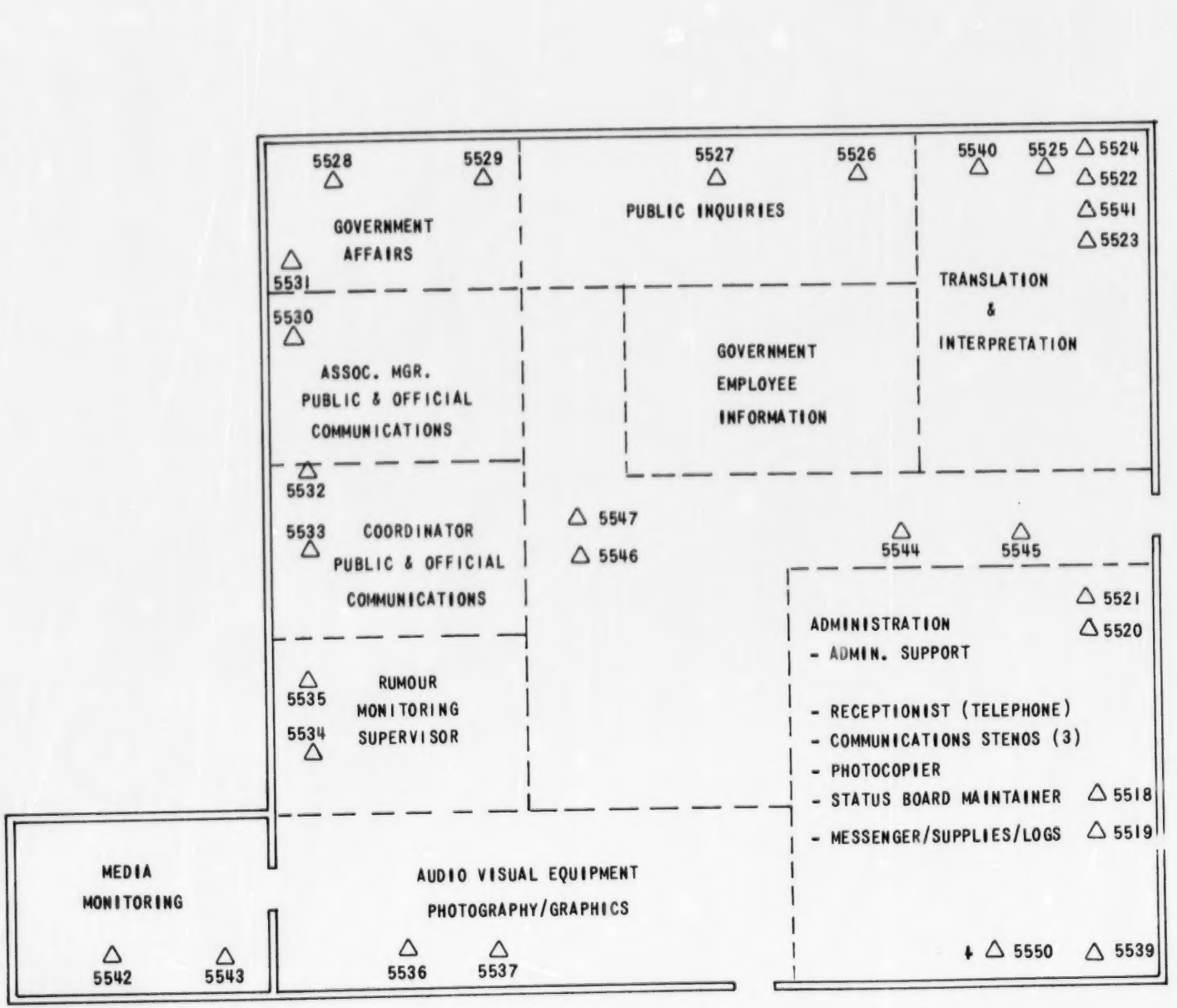


FIGURE 12
EMERGENCY INFORMATION SERVICES ROOM

† NOTE: 453-5550 is the answering position for all information phones, including the Provincial Media Centre.

FIGURE 13
LAYOUT OF PLAYHOUSE AS PROVINCIAL MEDIA CENTRE

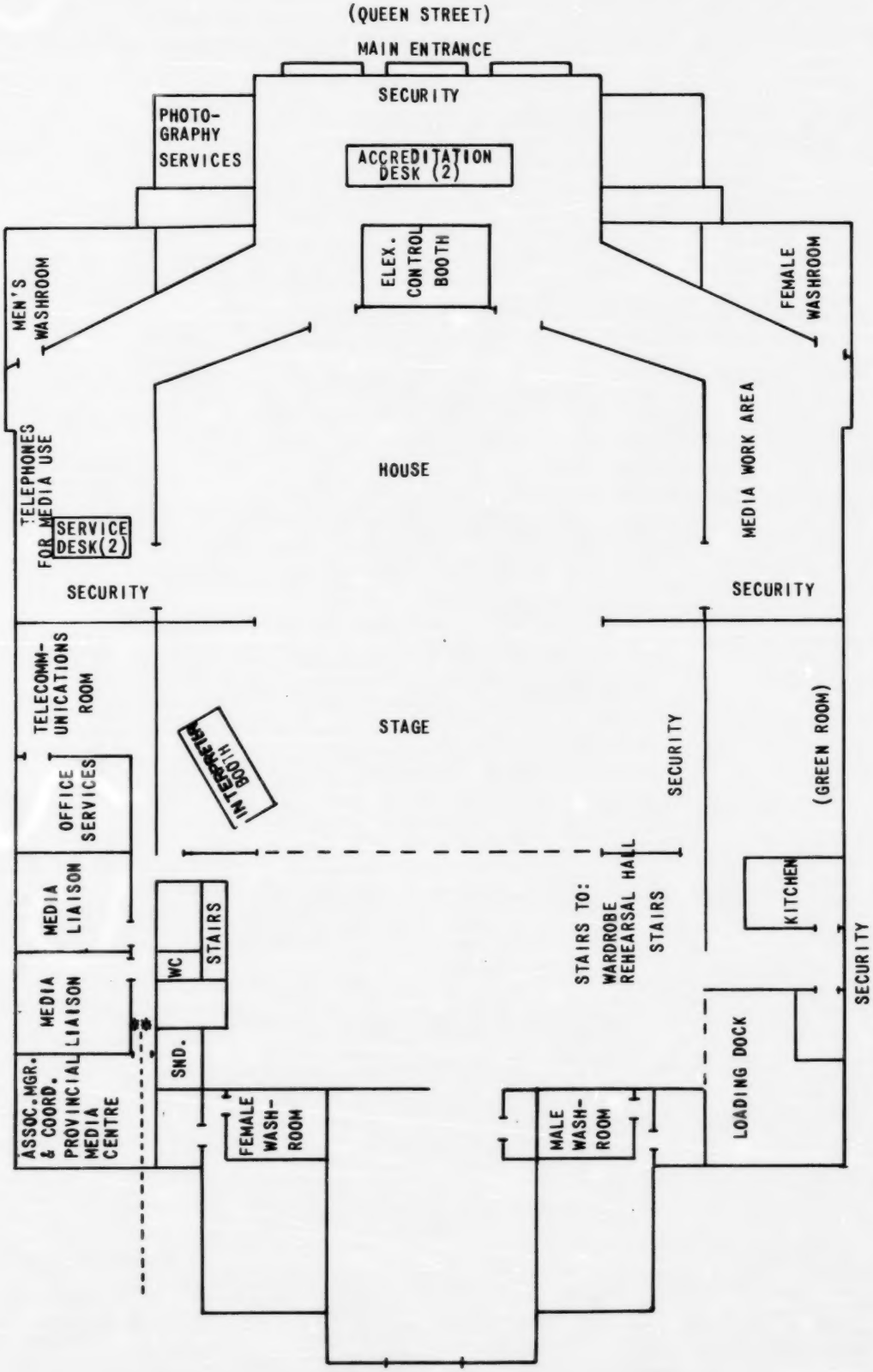


FIGURE 14

TECHNICAL INFORMATION

MEDIA CENTRE

(PLAYHOUSE)

The Playhouse

686 Queen Street, Fredericton
Business Manager - 455-3080
Technical Director - 455-3080

Front of House Information

SEATING CAPACITY:

Orchestra:	523
Balcony:	240
Total Capacity	763

F.O.H. Staff:
coat check ticket takers,
ushers & security

BOX OFFICE:
Box Office Telephone:
(506) 455-3222
Staff:
2 - full time
1 - part time
other outlets:
various - contact directly

Lighting

LOCATION:
booth - rear of auditorium

CONTROL SYSTEM:
Control Lighting
30 DIMMERS 3.6KW
6 DIMMERS 12.0KW
24 DIMMERS 7.2KW

CIRCUITS:
f.o.h.: 65 @ 20 AMPS
stage: 35 @ 20 AMPS
pipe: 67 @ 20 AMPS
total: 167 @ 20 AMPS

Projection

LOCATION:
rear of auditorium

EQUIPMENT:
Carbon arc - 35mm & 16mm

SCREEN:
1 - 5.50 H 9.10m W-Centre
stage - no adjustable
masking

Dressing Rooms

2 @ 20 persons - equipped
4 @ 2 persons - equipped

Rehearsal Room

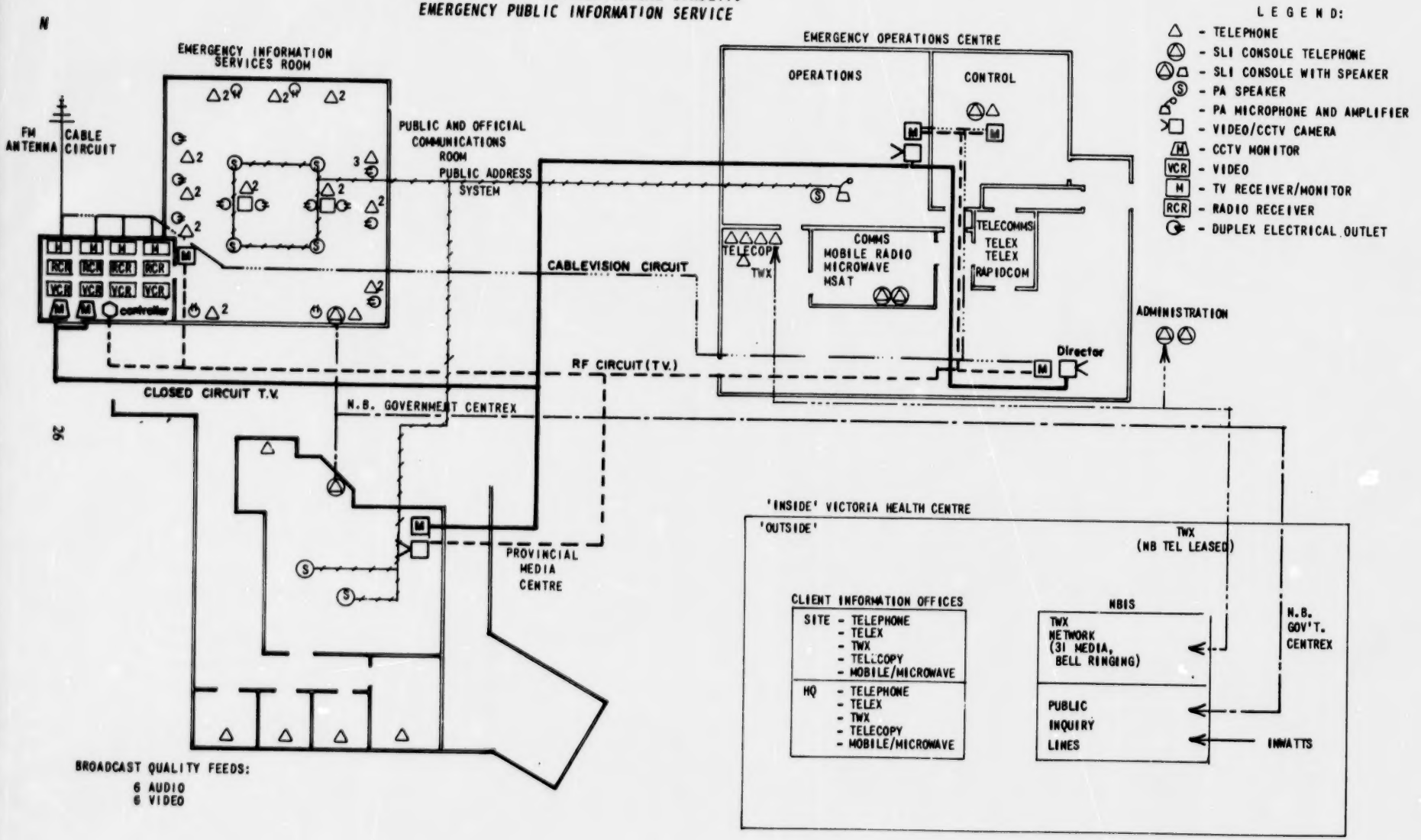
POWER SOURCE:
location: under stage
- 10.70m to stage

capacity:	800A
0:	3
W:	4
volts:	220
cycles:	60

LOCATION:
3rd Floor

AVAILABLE INSTRUMENTS:
None

FIGURE 15
COMMUNICATIONS AND ELECTRICAL CIRCUITS
EMERGENCY PUBLIC INFORMATION SERVICE



7.0 Planning, Training and Exercises

7.1 Training

Training requirements will vary according to the assigned responsibilities. The information agencies should be generally oriented to emergency planning and operations, as well as to the Emergency Information Services Manual and related arrangements. All information staff should have a functional knowledge of telecommunications equipment such as telex, TWX and telephone consoles. Some members of the information staff will require specialized training in skills such as media relations and administration. For specific potential emergencies which are highly probable or technologically complex, special seminars and video presentations may be arranged (i.e., nuclear health physics, where existing courses can be easily adapted).

7.2 Exercises

Exercises are an important component of emergency response preparedness. They should include the full spectrum from instructional or "walk-through" drills with work units (or the entire Emergency Information Services team) to participation in full-scale, unannounced exercises. Instructional exercises should be conducted on a more frequent basis - i.e., semi-annually.

7.3 Media Participation

Media participation in emergency information and provincial emergency action exercises is important from numerous perspectives. Firstly, media awareness of emergency planning is an important pre-condition to effective PEAC/media communication in emergency operations. Secondly, the media add vital realism to exercises of the Emergency Information Services team. Finally, intelligent media coverage of exercises promotes increased public awareness of emergency preparedness.

PART B

1.0 Introduction

1.1 Objective

The aim of the specific guidelines outlined in Part "B" of this manual is to amplify, in relation to an Off-site Nuclear Emergency, the emergency information operations and procedures described in Part "A".

1.2 Structure

Two categories of responsibilities are described herein:

(i) the development of policies and plans which shall be primarily undertaken by the NBEPC Public Affairs, NBIS and the Translation Bureau (see Appendices A and B); and

(ii) the development of procedures to be co-ordinated by NBIS, NBEPC and the NB Translation Bureau at the time of the emergency under the direction of NB EMO; and

1.3 Authority

Part "B" serves as a supplement to the Information Services Section of The Point Lepreau Nuclear Generating Station Off-site Emergency Plan and is intended for emergency circumstances as declared by the authority of the Emergency Measures Act (S.N.B. E-7.1, 1978).

2.0 Basic Concepts in Nuclear Emergency Response

2.1 On-site Emergency

The On-site Emergency Plan uses two contingency response schemes: the "alert" and the "emergency" response. Either an "alert" or an "emergency" event **may** result in the release of hazardous materials off-site. Minor contingencies which are not significant enough to warrant either an "alert" or an "emergency", are dealt with using normal station procedures.

2.2 Off-site Emergency

An Off-site Emergency may occur as the result of:

- an unusual event that develops to emergency status over a period of several hours or days,
- an unusual event that immediately creates an emergency condition.

2.3 Declaration of Off-site Emergency

An Off-site Emergency may only be declared by the minister of Municipal Affairs, as advised by the director of NB EMO.

Control, direction and co-ordination of emergency activities will be assumed by the director of the Control Group (director of NB EMO). Members of the Emergency Control Group (representatives from provincial government departments, federal agencies and Information Services) serve in advisory and line functions as required.

3.0 General Information Responsibility

3.1 On-site Emergency

During the initial phase of an **on-site emergency**, either "unusual event", "alert", or "emergency", it is likely that information regarding the incident would be disseminated by NBEPC.

3.2 Off-site Emergency

When the director of the Control Group informs the director of Emergency Information Services that he is taking control of the emergency, the director of Emergency Information Services will, in turn, instruct NBEPC personnel to cease all independent statements. The minister of Municipal Affairs, or his delegate, becomes the official spokesman. NBEPC officials will be available to speak on behalf of the commission in the presence of the minister or his delegate.

Media representatives will seek out others associated with nuclear energy for comment.

Other nuclear agencies and independent spokespersons such as university professors and technical experts may be requested to ensure all public comment is in co-ordination with Emergency Information Services, preferably from the Emergency Information Centre in Fredericton.

3.3 Termination of Operations

The Point Lepreau Site Information Centre may be required to provide information regarding the incident during the follow-up period. This is to accommodate media representatives who will travel to the area for features, updates and reaction stories from local residents and station employees. Public information procedures for the post-emergency period are the responsibility of NB Power Public Affairs.

4.0 Emergency Information Procedures

4.1 Alerting and Assembly

On being informed by the NB EMO duty officer that an incident has progressed to the stage that the off-site plan will likely be implemented, the director of Emergency Information Services, the public affairs member, Emergency Control Group and associate managers responsible for the Provincial Media Centre and public and official communications will proceed immediately to the EOC. If deemed advisable, they will alert their staff or direct them to proceed to their respective work locations. Figure 16 on page 41 depicts the alerting procedure to be followed and the assigned locations.

4.2 Notification of Public

Local residents will be alerted to activate radios and televisions by means of six civil defence sirens (activated via EMO), a warden system,and mobile police sirens. **Pro-forma** announcements (See Appendix E) will be held by southern New Brunswick and Maine electronic media, to be broadcast upon notification.

4.3 Notification of Premier, NBEPC Chairman, GM

The associate mgr./co-ord. of Public and Official Communications confirms the premier has been notified; the chairman, and the general manager will receive notification from the public affairs member of the control group.

4.4 Notification of Media

If the director of the Emergency Control Group decides it is necessary for the public to be alerted, NB EMO will activate the DND sirens (in addition to the warden system, mobile police sirens and public address systems). Community residents will thus be alerted to turn on radios and televisions. Simultaneously, emergency information staff will notify Stage I media, who have previously received a **pro-forma** announcement. Appropriate changes or additions will be made on the **pro-forma** announcement and the message will be broadcast.

As appropriate, press announcements documenting the nature of the incident, weather conditions, protective measures and emergency facilities will be prepared and promptly released to Stage I and II media for follow-up. (See Appendix D)

4.5 Flow of Information Announcements

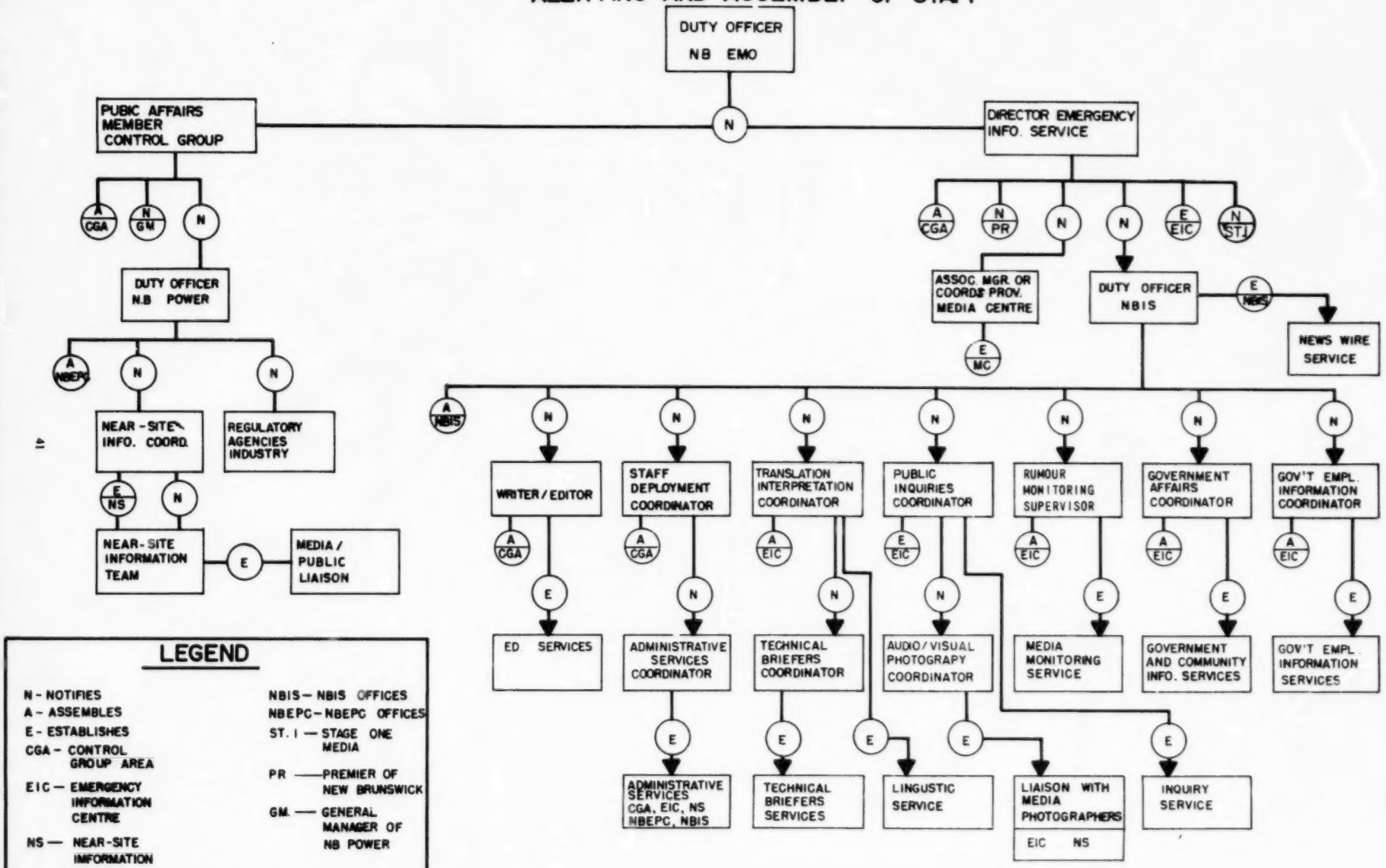
The flow of information announcements follows the same format detailed in Part, Figure 5, page 10 . See also Figures 17 and 18. Public service announcements shall be sent from the Emergency Information Centre by telecopier and released by wire to the broadcasting stations currently holding **pro-forma** announcements. (Radio - CHSJ, CBD, CFBC; Television - CHSJ, ATV). See Appendix E for **pro-forma** announcement forms. Stage II media will be promptly connected with Stage I, to the NBIS news wire as per Section 4.4.

4.6 Use of the Term "Release"

The Emergency Information Services Team is urged not to use the word "release" as in "press release". This is to avoid any possible confusion with an atmospheric release. The term "announcement" is recommended for use.

FIGURE 16

ALERTING AND ASSEMBLY OF STAFF



LEGEND

N - NOTIFIES
A - ASSEMBLES
E - ESTABLISHES
CGA - CONTROL GROUP AREA
EIC - EMERGENCY INFORMATION CENTRE
NS - NEAR-SITE INFORMATION OFFICE
NBIS - NBIS OFFICES
NBEPC - NBEPC OFFICES
ST. I - STAGE ONE MEDIA
PR - PREMIER OF NEW BRUNSWICK
GM - GENERAL MANAGER OF NB POWER

5.0 Emergency Information Services Staff Duties

5.1 Emergency Information Co-ordinators

The special organizational requirements of the Off-site Plan necessitate the deployment of the following co-ordinator functions in addition to the functions outlined in Part "A" of the manual: NBEPC duty officer and technical briefers co-ordinator.

5.2 Emergency Information Staff Organization

In an off-site nuclear emergency, the provincial emergency management authority is referred to as the Control Group. As is the case in a provincial emergency, the director of NB EMO (as head of the Control Group) has executive responsibility for the Emergency Information Services Team. The director of Emergency Information Services, as an information representative on the Control Group, is accountable to the group for advice on the management of the emergency information service and is thus responsible for the line direction of the Emergency Information Services Team.

The public affairs member of the Control Group advises on the timing and content of news announcements and ensures effective delivery of information services, as well as directing his departmental public affairs effort. Figure 17 on page 43 outlines organizational structure.

5.3 NBEPC Duty Officer

Establishing services at the NBEPC head office; the NBEPC duty officer is responsible for the notification of the industry and corporate audience. Among those to be notified include:

a) the regulatory agencies;
b) the nuclear industry;
c) the electrical industry (especially utilities);
d) NBEPC commissioners, and
e) the financial community (including rating agencies and investment dealers).

As further information becomes available from the director of Emergency Information Services, the NBEPC duty officer will furnish the above contacts with updates; he or she will also maintain a current contact directory.

5.4 Technical Briefers Co-ordinator

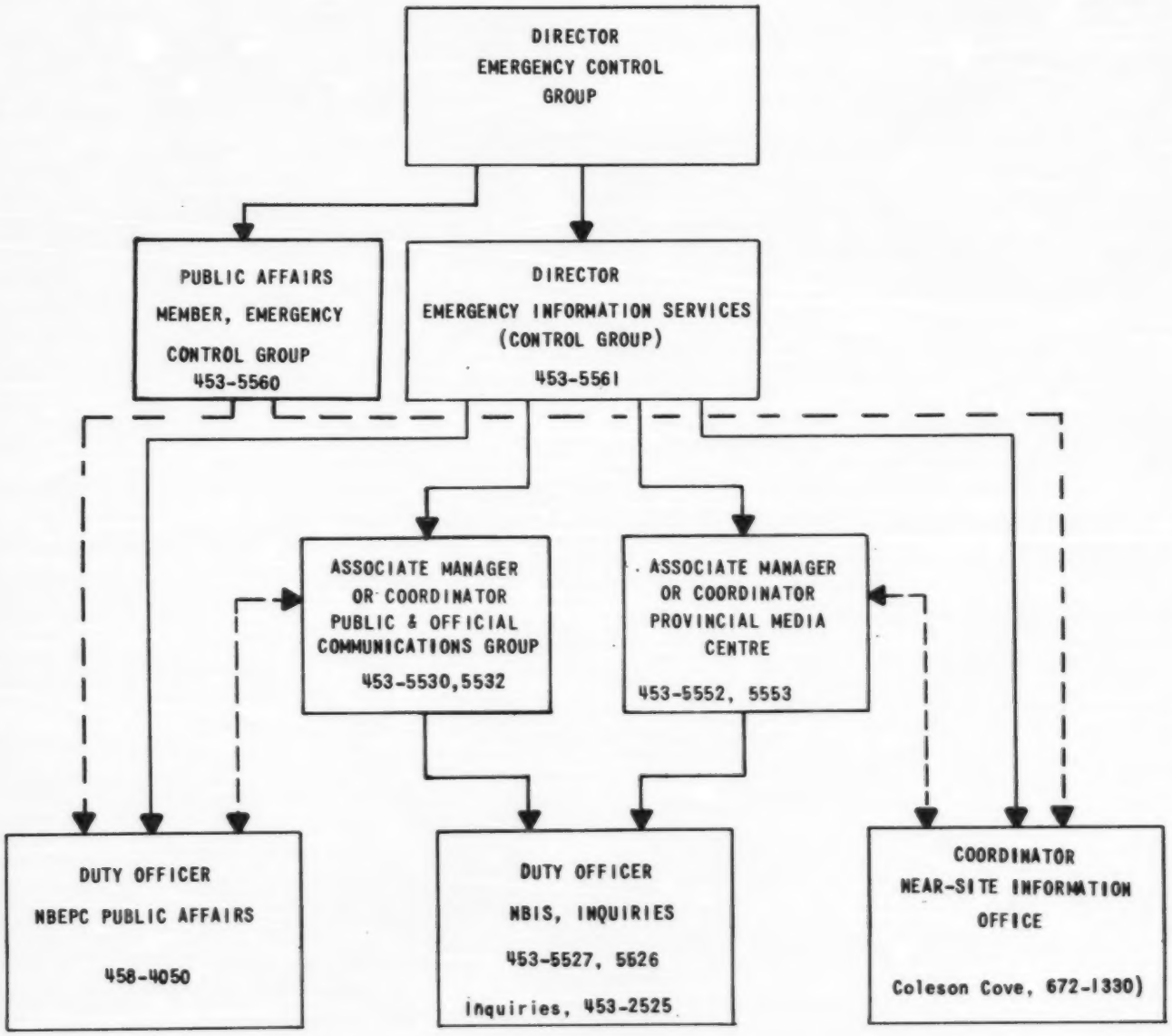
The technical briefers co-ordinator activates a list of qualified briefers to explain the technical and health physics aspects of the incident to both spokespersons and the media. NB Power provides this list.

It should be noted that technical briefers will provide supplementary or background briefings to small media groups; technical briefers will **explain** various aspects of the incident but will **not** answer questions of a speculative nature. Careful attention will be observed so as to only disseminate **factual** information.

5.5 Near-site Information Co-ordinator

In the case of an off-site emergency, the responsibilities of the near-site information co-ordinator are the same as those assigned to the site/local information co-ordinator as described in Part "A" in 5.11 on page 17. In addition to these responsibilities, the co-ordinator establishes the Near-site Information Centre at NBEPC Coleson Cove and notifies the director of Emergency Information Services when that facility is operational.

FIGURE 17
EMERGENCY INFORMATION SERVICES STAFF
ORGANIZATIONAL STRUCTURE



6.0 Facilities and Communications

6.1 Emergency Information Facilities

In addition to the Point Lepreau Site Information Office (Figure 19 on page 46 depicts the layout of the building with adjacent A/V facility), an off-site emergency may necessitate the manning of additional facilities. These include the Emergency Information Centre (described in Part "A") and the Near-site Information Office.

6.2 Near-site Information Office

The Near-site Information Office will be located at NBEPC Coleson Cove. It will provide the media with basic services, but will encourage media representatives to come to the Provincial Media Centre (part of the Emergency Information Centre) in Fredericton. Previously released information and facsimiles of press announcements from the Emergency Information Centre will be distributed to the media at this location. A layout diagram of this facility is shown in Figure 20 on page 47.

6.3 Emergency Information Centre

Consistent with procedures outlined in Part "A" of this digest, the Provincial Media Centre will serve as the location for all media conferences and interviews with official spokespersons. Official statements and comments will **originate** from the Emergency Information Centre while the Near-site Information Office will serve as a **repeater** station. A general layout and technical information pertaining to the Emergency Information Centre can be found in Part "A" and figures are repeated on pages 49, 50, 51.

6.4 Emergency Information Staff Linkages

Emergency information staff linkages connect the EOC (65 Brunswick Street), NBIS, NBEPC Head Office, the Emergency Media Centre and the Near-site Information Office. Figure 18 on page 45 illustrates the communication flow. Once again, the features of **redundancy** and **diversification** are available through facsimile transfer, wire services, telephone, data terminals and electronic coupling. Figure 21 on page 48 represents a **conceptual** model of the planned communications network.

FIGURE 18
COMMUNICATIONS FLOW
(OFF-SITE NUCLEAR EMERGENCY)

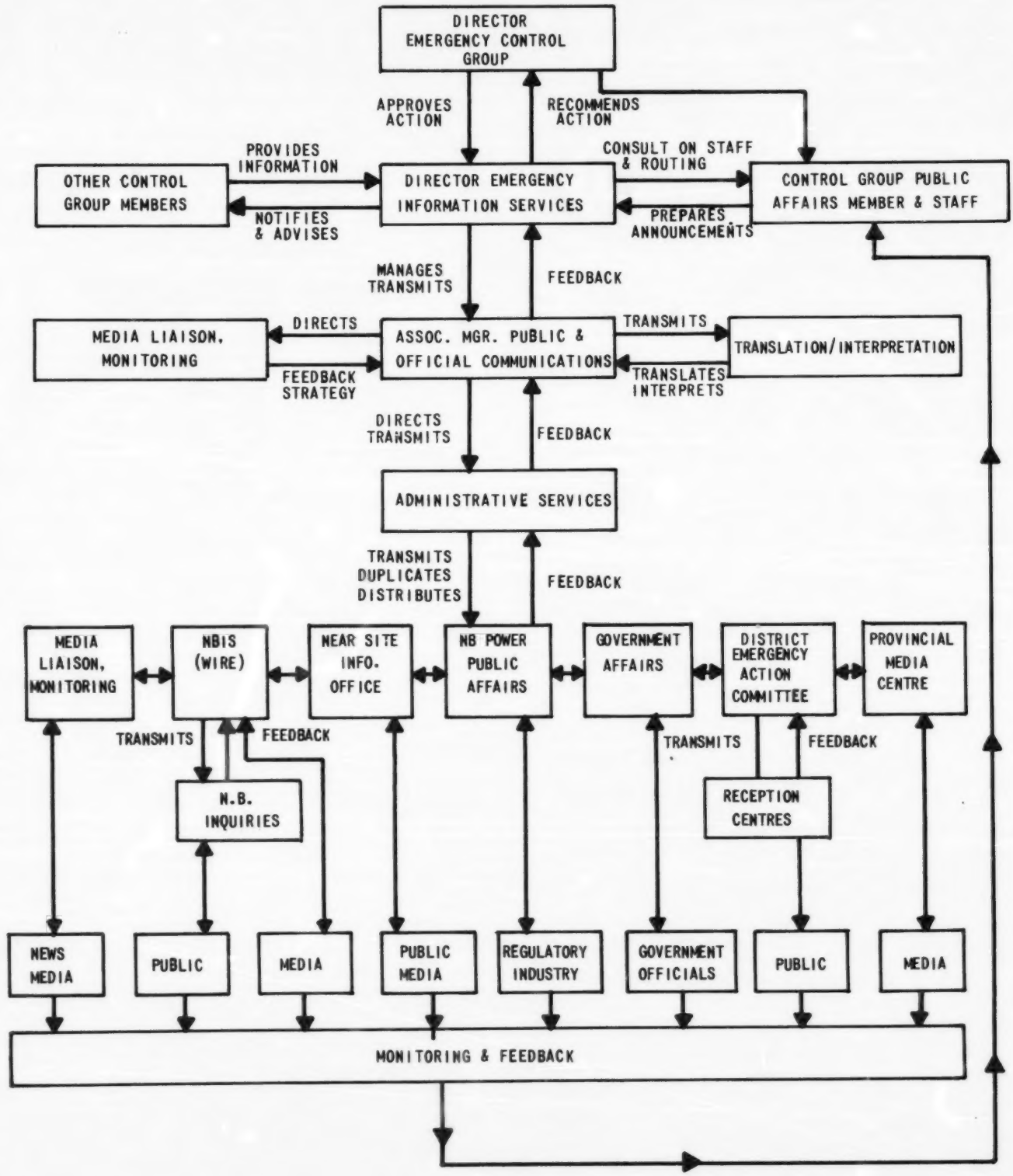


FIGURE 19
LAYOUT OF POINT LEPREAU
SITE INFORMATION OFFICE
(DUCK POND COVE)

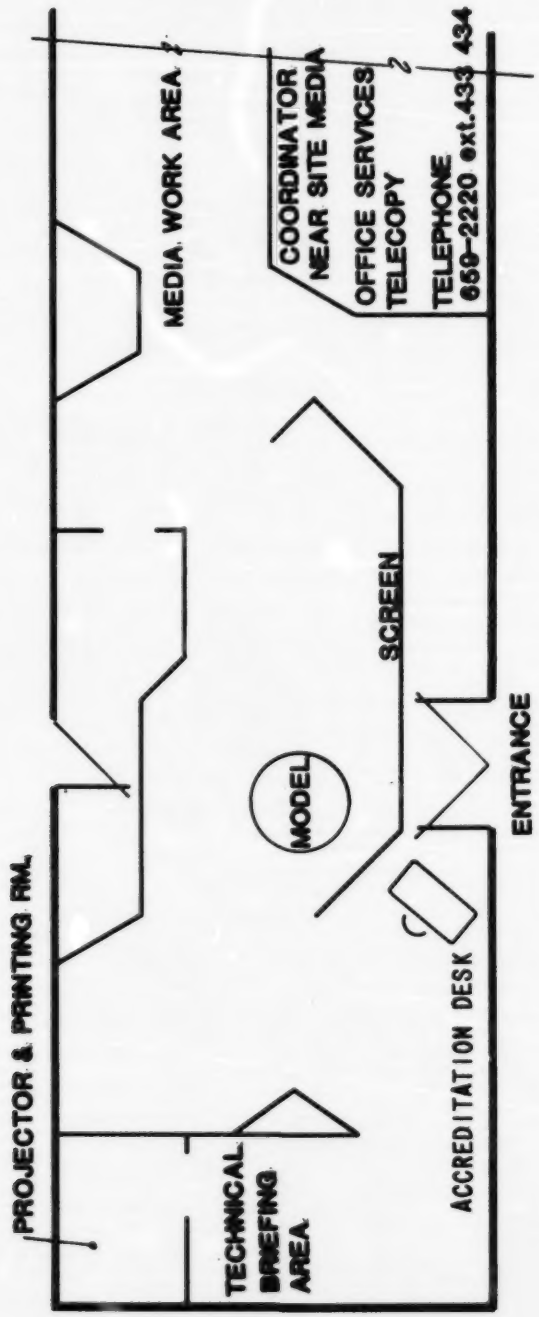
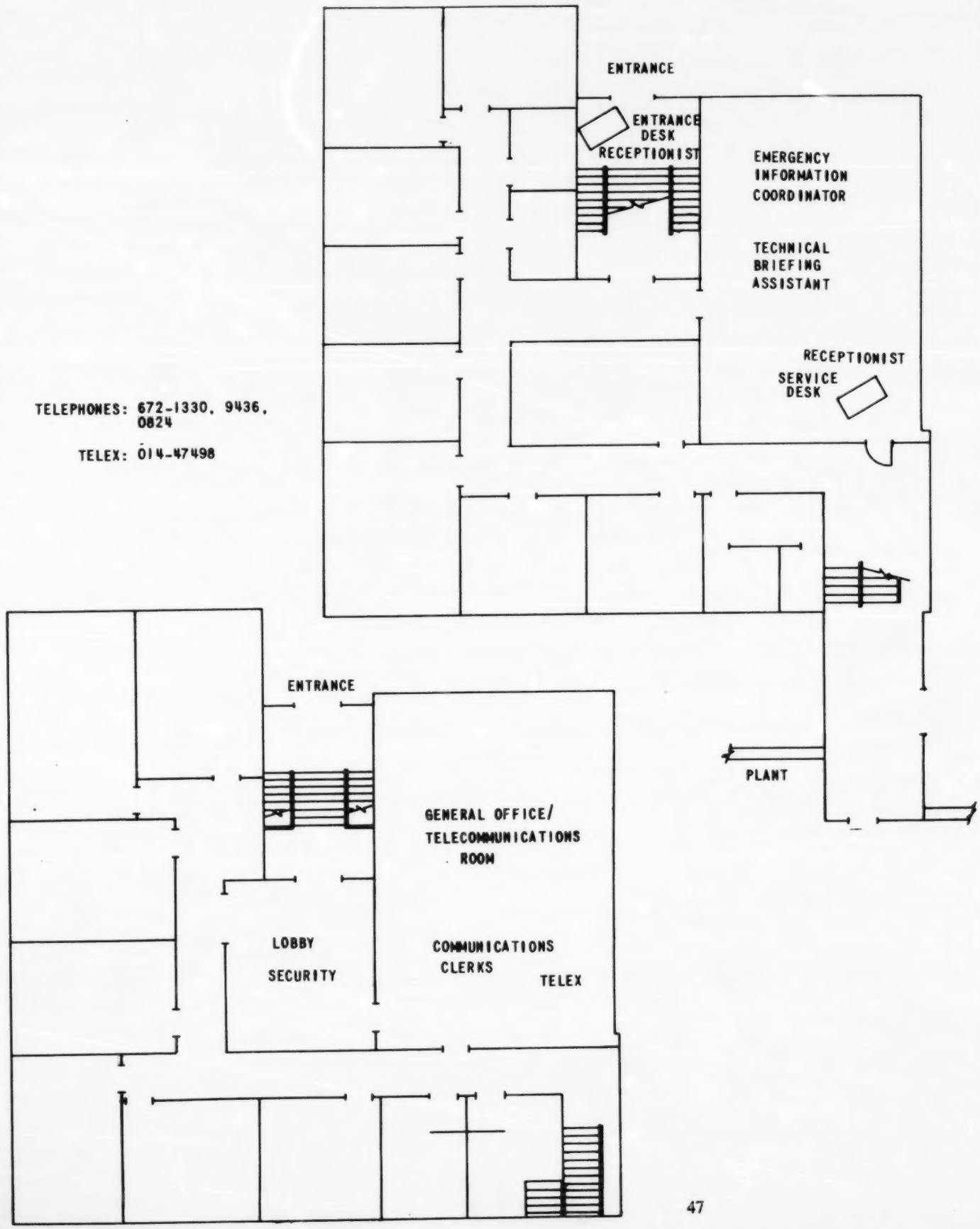


FIGURE 20

LAYOUT OF NEAR-SITE EMERGENCY INFORMATION OFFICE (COLESON COVE)



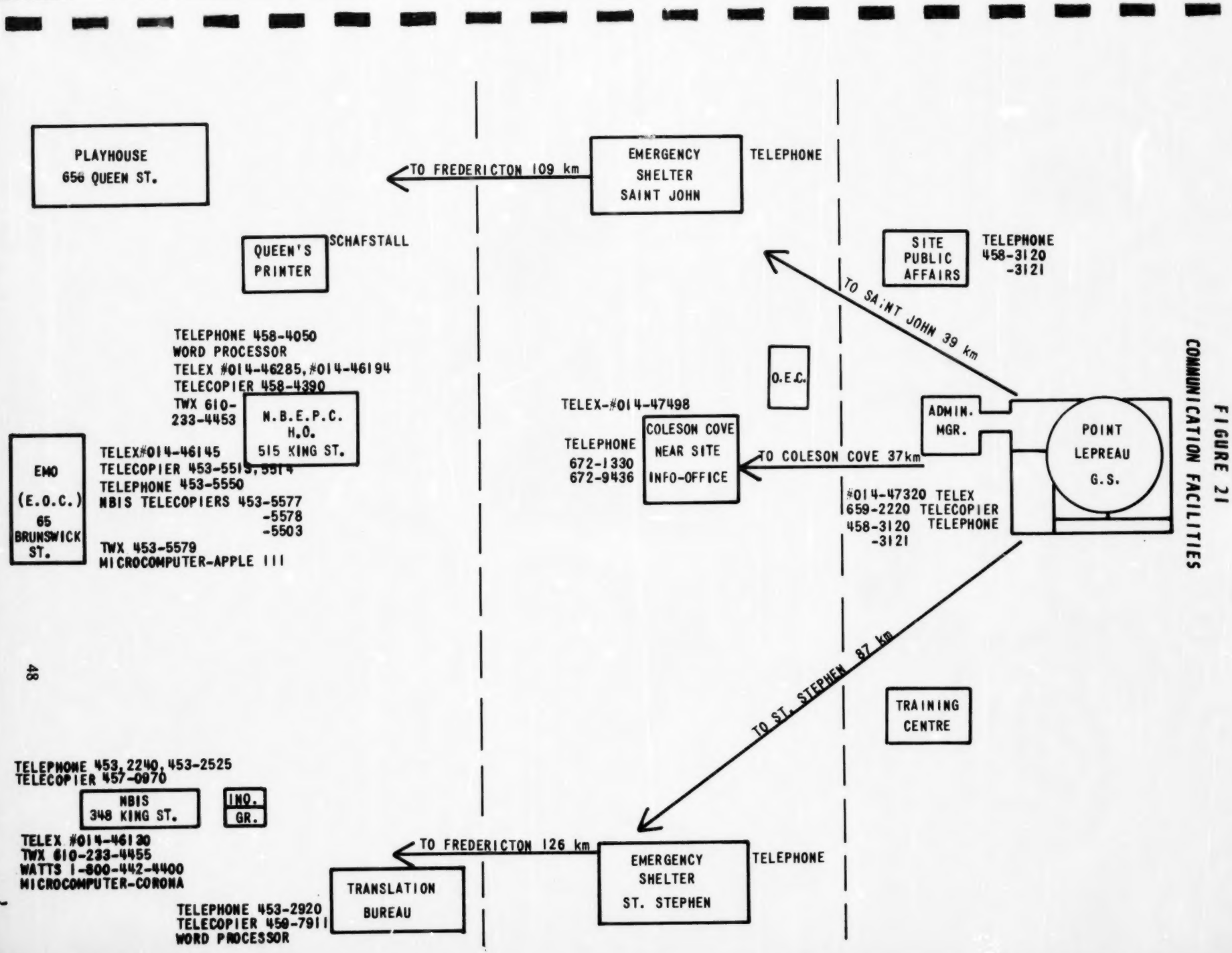
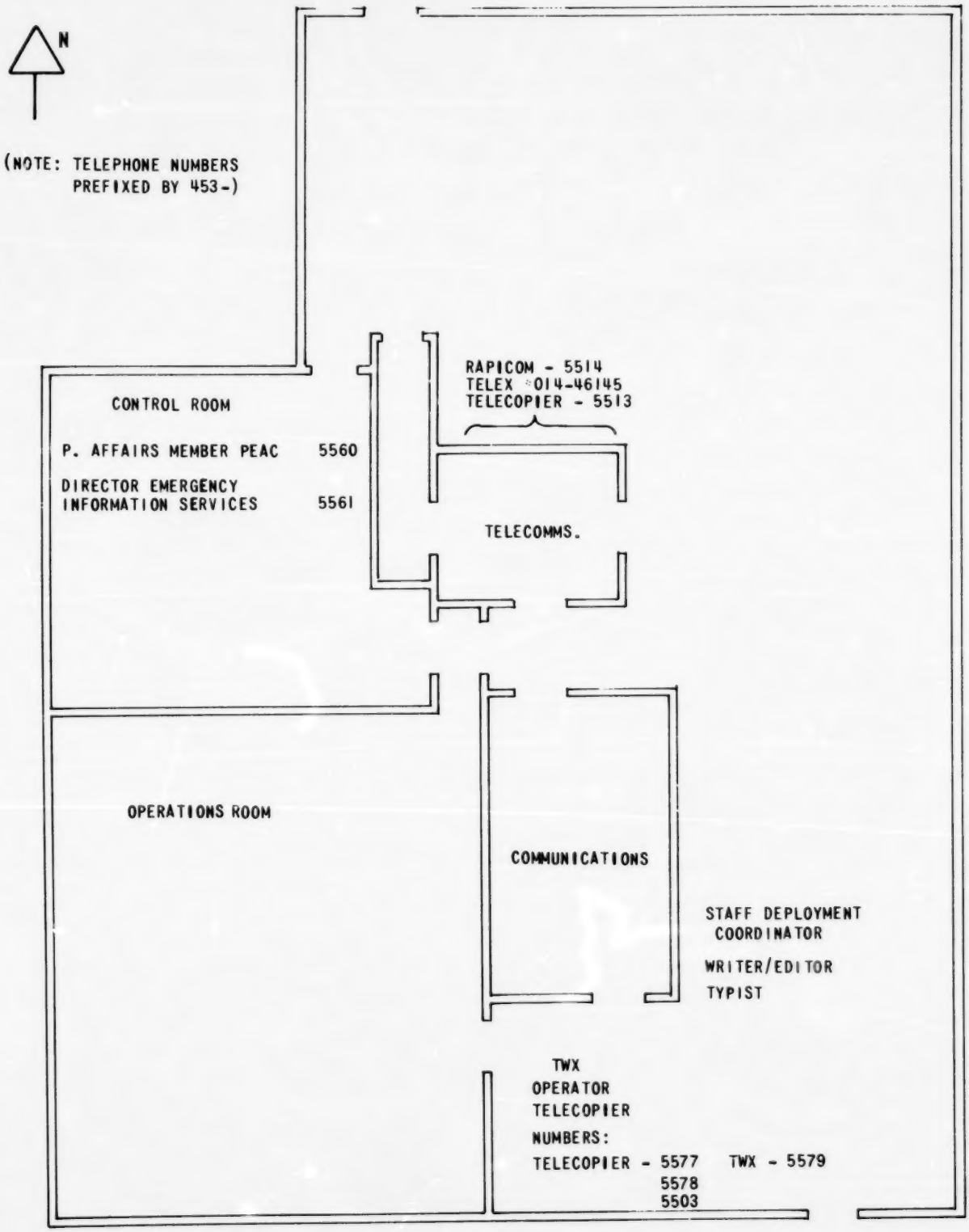


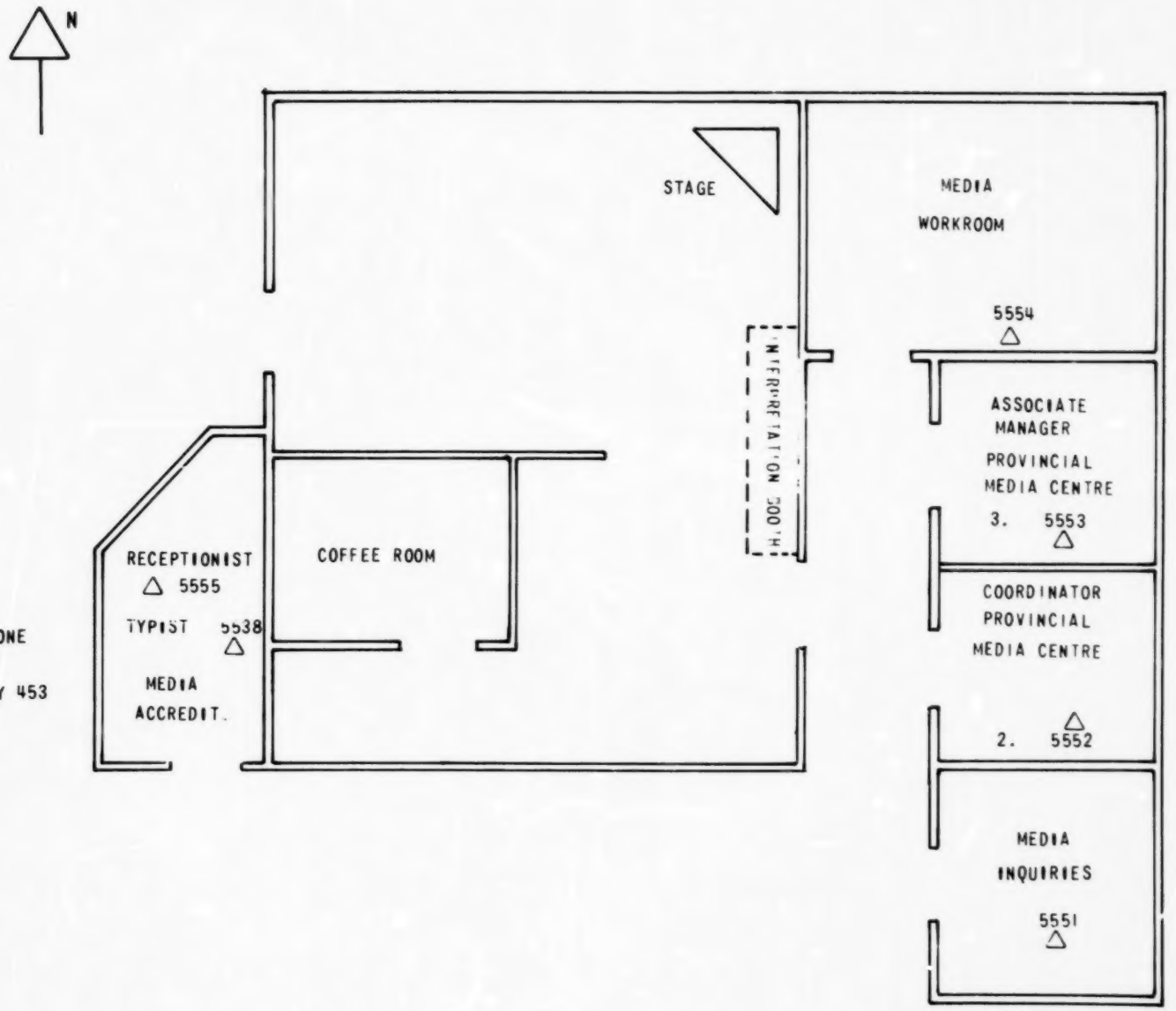
FIGURE 21
COMMUNICATION FACILITIES

FIGURE 10

EMERGENCY OPERATIONS CENTRE

CONTROL AND OPERATIONS ROOMS





ALL TELEPHONE
EXTENSIONS
PREFIXED BY 453

FIGURE 11
LAYOUT OF PROVINCIAL MEDIA CENTRE

FIGURE 12
EMERGENCY INFORMATION SERVICES ROOM

♦ NOTE: 453-5550 is the answering position for all Information phones, including the Provincial Media Centre.

Role of New Brunswick Electric Power Commission

NBEPC responsibilities in the event of an incident are three-fold:

A. Plant Staff Responsibilities
(See Volume I, On-site Plan)

B. Head Office Management Responsibilities

C. Public Affairs Staff Responsibilities
(See Appendix G of volume II, Off-site Plan)

A. Plant staff will:

a) take immediate and urgent action to mitigate the effects of such an incident by the use of plant staff and equipment, and by requesting such off-site assistance as the situation requires;

b) promptly advise NB EMO of the facts of the incident by initiating the alerting procedure;

c) direct all emergency activities including, if required, the Off-site Monitoring Program described in Volume II of the Off-site Emergency Plan until direction is assumed by the Control Group;

d) provide laboratory services for the analysis of samples;

e) advise the Control Group of the results of the monitoring program and sampling, and in conjunction with the Department of Health, recommend appropriate countermeasures (thyroid blocking tablets, evacuation), and;

f) train personnel of the various agencies in the necessary skills to enable them to carry out duties required in the monitoring program.

B. Head office staff will:

a) provide initial NB Power corporate response to Lepreau site emergency plan;

b) co-ordinate NB Power corporate resources to support provincial emergency response via an NB Power emergency resource group in Fredericton;

c) function as a link between NB Power staff at Lepreau Off-site Centre and EMO Control Group in Fredericton, including the interpretation and appraisal of technical information, and;

d) provide personnel and equipment in support of emergency operations.

C. Public Affairs Staff will:

a) be responsible for the issue of off-site-specific information and;

b) support the New Brunswick Information Service, in the issue of information from the Control Group to the public and the news media.

Role of Information Services (Tab "G" of Volume II)

The New Brunswick Information Service, in conjunction with Public Affairs of the New Brunswick Electric Power Commission, will be responsible for:

a) the general policies for off-site public information, consultation and preparation of public information plans (including formalizing, testing, and updating);

b) the training of public information personnel in the basics of nuclear generation, media contact, and general radiological matters;

c) the advance and continuing preparation, provision and dissemination of information on response procedures, including information on emergency assistance, radiation, respiratory concerns, shelter, evacuation, prophylactic medicine, and response facilities, to the general public, government officials and the mass media;

d) the preparation of public information facilities, both at NB EMO headquarters and field locations;

e) the development of communications linkages between these facilities;

f) the alerting of public information staff, premier, and other elected officials, when directed by EMO and to the extent warranted by the magnitude of the incident at the Lepreau Generating Station;

g) the allocation of public information personnel to various functions and locations;

h) the activation of public information facilities and equipment according to the requirement, (minor incidents may be accommodated with conventional facilities, a major incident could warrant full emergency facilities);

i) the notification of the mass media, and the dissemination of the **initial** information regarding the incident (which would consist of **pro-forma** press announcements retained by various media);

j) advice to the Control Group on all matters relating to public information regarding the incident and liaison with the mass media;

k) the continuous dissemination of public information on all aspects of the event, recording of press announcements , monitoring of electronic and print media;

l) the provision of information on the event to the information agencies of other provinces, the Government of Canada, and the United States;

m) the continuation of emergency public information services through the termination of the incident and follow-up activities.

Pro Forma Announcements

Alerting Announcement - Stay Tuned

Filed with media of Stage I:

Saint John - CBD/CBC, CFBC, CHSJ (Radio and TV), CRSJ, ATV; Calais, Maine - WQDY; Moncton - CBAF (Radio and TV).

This is an urgent bulletin from the New Brunswick Emergency Measures Organizataion regarding the release of airborne radioactive matter from the Point Lepreau Nuclear Generating Station.

Residents in the immediate area of the Point Lepreau site including the communities of Maces Bay, Little Lepreau, Dipper Harbour and Chance Harbour are instructed to stay in their homes. You are advised to close all windows and doors and turn off air conditioners and furnace fans.

Residents of nearby communities are also advised to stay indoors, unless it is absolutely necessary to go out, until further information is issued by EMO concerning the extent of the release of radioactive matter from the Point Lepreau plant.

Anyone driving is advised to avoid these areas.

All residents are urged to remain calm and to follow the steps laid down in the Emergency Response Guides.

WE REPEAT

Residents in the immediate area of the Point Lepreau site including the communities of Maces Bay, Little Lepreau, Dipper Harbour and Chance Harbour are instructed to stay indoors and keep their doors and windows closed and fans turned off while authorities determine the extent of the release of radioactive matter from the Point Lepreau Nuclear Generating Station.

Further bulletins will be carried by this station as information becomes available. **Stay tuned.**

News Conference Checklist*

I. PRELIMINARIES	COMPLETED	NOT COMPLETED
1. Check for the best time with spokespersons.		
2. Compile list of media attending, e.g., beat reporters, news editors, television and radio crews, technical press, others.		
3. Notify press who are not present but should attend.		
4. Alert wire services to put conference time on their datebook of events.		
5. Compile information of interest to reporters as background.		
6. Invite outside officials as appropriate - go over your liaison list carefully when undertaking this.		
7. Assign someone to handle the physical arrangements for the news conference.		
8. Brief your staff on the subject, speakers, and schedule of events.		
9. Prepare a written statement or notes for the speaker.		
10. Develop anticipated questions for the speaker.		
11. Escort the press to the conference from parking areas.		
12. Promise nothing that cannot be delivered, e.g., exclusives, photofeatures, tours of the emergency site etc.		

II. RELEASES AND HANDOUTS	COMPLETED	NOT COMPLETED
13. Opening statement.		
14. Press kits		
15. Background information, e.g., fact sheets,statistics, emergency plans, maps, etc.		
16. Obtain approvals for all materials to be used.		
17. Give advance copies of all materials to the Minister or representative, PEAC (including Public Affairs member), Emergency Information Services Director, Media Centre Manager (Public and Official Communications), Near Site Co-ordinator, other officials, submit copies to the record file.		

III. CONDUCTING THE CONFERENCE	COMPLETED	NOT COMPLETED
18. Check all sound equipment and tape recorders immediately prior to the conference.		
19. Have assigned staff members present to open conference.		
20. Log the names and affiliations of those who attend.		
21. Distribute releases and other materials.		
22. Man the doors.		
23. Monitor the tape recorders.		
24. Establish the ground rules of the conference i.e., tell them how the conference is to proceed and how attribution will be made. Persuade them to agree.		
25. Monitor the questions and answers closely.		
26. Prepare conference notes and reports.		

*Bernstein, Alan B., *The Emergency Public Relations Manual.* 2d ed. New Brunswick, New Jersey: PASE Inc., 1986.